



St. Mary's International School

Application for Professional Development Funds and/or Professional Development Leave

Applicant's Name: _____

Date of Application: _____

Title of course/workshop/conference: _____

Location: _____

Exact dates of the conference/workshop: _____

Conference Information/Website address: *(Please attach conference/workshop information or write the website address)*

Total number of school days missed: _____

Days/dates of all school days missed: _____

This activity is related to: (check all that apply)

- Developing teaching and learning strategies to improve English literacy instruction and assessment across the curriculum.
- Developing teaching and learning strategies for technology integration
- Improving instruction and assessment of our School wide Learner Expectations
- Personal professional development goal
- Other (please explain):

List all estimated costs of this experience:

Tuition/registration _____

Transportation _____

Accommodation _____

Books/materials _____

TOTAL COST _____

Signature of Applicant _____ Date: _____

Principal's Signature: _____ Date: _____

SUBMIT COMPLETED FORM TO YOUR PRINCIPAL FOR PROCESSING.

(See reverse side for reimbursement information)

St. Mary's Reimbursement Policy

Reimbursement will be given for the following:

Discount economy class airfare
Train fare within Japan
Airport tax
Transportation to and from airport
Hotel accommodations
Registration for conference/workshop
Tuition for graduate course
Books for graduate course

St. Mary's will not reimburse for:

Traveler's insurance or cancellation insurance
Car rentals
Parking at hotels for rental car
Any expenses for anyone other than the applicant
Beer/wine/liquor bills
Photocopying
Charges for taxis and/or meals
Any necessary visa or reentry permits

RECEIPTS

All items for reimbursement must be submitted with clear receipts.

FLIGHTS

- A copy of the flight receipt showing the price paid must be submitted.
- A copy of the flight itinerary must accompany the flight receipt.
- Prepayment for flights and registration can be arranged by the school if done well in advance of the conference/workshop.
- See Building Principal for all pre-pay arrangements.

Checklist for Principal:

- Administrative team review
- PD Guidelines sent to teacher
- Copy of PDF Expense/Experience Report given to teacher

Principal's Approval: _____ Date _____