

BLUE MOUNTAIN SCHOOL DISTRICT
ORWIGSBURG, PENNSYLVANIA

PROFESSIONAL EDUCATION CONFERENCES AND IMPROVEMENT FUND
REIMBURSEMENT REQUEST FORM

In accordance with the current Collective Bargaining Agreement, the Blue Mountain School District shall pay up to a maximum of \$75.00 per year for professional dues and conference fees, travel expenses, subscriptions or other materials helpful to professional growth, provided that such funds shall not be applied to NEA, PSEA or BMEA dues or obligations. Such funds shall be disbursed by the employer upon written requisition. **All requests must include an itemized receipt in order to be processed. Any requests not including an itemized receipt will be denied.** Requests will not be honored after May 1st of any year.

Name of Employee _____ Building _____
(Type or Print)

I request reimbursement up to \$75.00 for the following:

A. Professional Dues _____ Amount _____
Name and Address of Organization _____

B. Conference Fees _____ Amount _____
Name and Address of Registrar for Conference _____

C. Travel Expense _____ Amount _____
Conference Attended _____

Mileage _____

D. Subscriptions _____ Amount _____
Magazine _____

E. Other Materials _____ Amount _____
Materials Purchased _____

Receipts must be attached.

Employee's Signature/Date

Business Administrator's Signature/Date

_____ Approval _____ Disapproval