



**HUNTSVILLE
SCHOOL DISTRICT**

Professional Development Per Diem Request Form

This form must be submitted at least two weeks prior to the conference (10 business days). Complete form and submit requisition at your school office for total amount. Send per diem form, agenda (may bring after conference if not available beforehand), and PO (once received in your building) to Mrs. Keck at central office.

Employee Name: _____ Date: _____

Name of Conference: _____ *Proof of conference must be attached.
(Must submit conference agenda)

Date(s) of Trip: _____

Meal allowance : \$20 per day for half day, \$40 for full day

Total # of Days (Include full and half days) _____

Total Amount \$ _____

Employee's Signature _____

Supervisor's Signature _____