

MPS #3A

MOBERLY PUBLIC SCHOOLS
Actual Report of Travel Expenses for Reimbursement

PO # _____

Name _____ Account to Charge _____

Building _____ Department _____

Purpose of Trip _____

Date of Trip _____ Destination _____

Actual Expenses Receipts - (Form MPS #2A & 2B Must Be Attached)

Mileage:

Date	# of Miles	x 41.63¢ /mile	Equals
		41.63¢	
		41.63¢	
		41.63¢	
		41.63¢	
		41.63¢	

Expenses:

Mileage \$ _____

Registration \$ _____ Attach Receipts

Lodging \$ _____ Attach Receipts

Meals:

 Breakfast \$ _____ Attach Receipts
 (Max. \$7)

 Lunch \$ _____ Attach Receipts
 (Max. \$8)

 Dinner \$ _____ Attach Receipts
 (Max. \$15)

Other Reimbursable Fees \$ _____ Attach Receipts

Total Due \$ _____

For PDC reimbursement, the MPS #3B must be attached to this form

Employee's Signature _____ Date _____

Supervisor's Approval: Approved _____ Not Approved _____

Building PDC Rep.: _____ Approved _____ Not Approved _____

Supervisor's Signature _____ Date _____

This form must be turned in to the Central Office by the 20th of the month
in order for it to be approved for payment by the following months board meeting.

CENTRAL OFFICE USE ONLY

Superintendent/Asst Supt Approval for Payment: Approved _____ Not Approved _____

Superintendent/Asst Supt Signature _____ Date _____

MPS #3B

Professional Development Follow-up Questionnaire

Name: _____

Date: _____

Activity attended: _____

Date of activity: _____

*We would like to know the impact of the professional development you have received.
Your responses will be greatly appreciated. Please be as honest as possible.*

1. What type of training did you receive?
2. What did you do differently in your classroom following the training?
3. From your perspective, what was the impact or benefit of using these new ideas?
4. Describe the training you received: _____ _____ _____ _____ _____ _____ _____ _____ _____
5. What additional support do you need to continue studying and implementing the concepts and key skills?
6. Would you be interested in a follow-up workshop? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. I will share my learning with the faculty by:

MUST BE ATTACHED TO MPS #3A