RADNOR TOWNSHIP SCHOOL DISTRICT
Application to Travel Off-site on a PD Task Force Day
Please secure signatures from department chair and principal then submit to your curriculum supervisor at least 2 weeks prior to PDTF Day

APPLICATION SECTION

Applicant(s): [Today’s Date:]
Building/Position: [Phone Extension:]
PD Task Force Date: [Location of Proposed Task Force Work: ]

How will your off-site work increase student achievement and improve educator effectiveness?

Other district personnel joining you:

<table>
<thead>
<tr>
<th>Registration</th>
<th>$ NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation – Mileage</td>
<td>$ NA</td>
</tr>
<tr>
<td>Transportation – Other</td>
<td>$ NA</td>
</tr>
<tr>
<td>Meals</td>
<td>$ NA</td>
</tr>
<tr>
<td>Lodging</td>
<td>$ NA</td>
</tr>
<tr>
<td>Other</td>
<td>$ NA</td>
</tr>
<tr>
<td>Total Estimated Cost for Conference</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

APPROVAL SECTION

☐ No ☐ Yes
Signature of Department Chair.
Date

☐ No ☐ Yes
Signature of Building Principal
Date

☐ No ☐ Yes
Signature of Curriculum Supervisor
Date

Comments:

EXPENSE VOUCHER (Request for reimbursement of out of pocket expenses)

There is no reimbursement available for PDTF off-site activities

RTSD-019 (1/23/16)