

Member request for professional development funds

Date: _____ [must be submitted at least 30 days prior to event]

Name of church member: _____

Name of event planning to attend: _____

Date(s) of event planning to attend: _____

Location of the event: _____

Round trip mileage to the event: _____

Reason for attending event: _____

Name(s) of other members attending the event?

How do you plan to travel to the event (personal vehicle, rental vehicle, carpool)?

If planning use of rental vehicle, estimated cost: _____

What are your plans for lodging during the event?

Conference fee amount: \$ _____

SIGNATURE

Date of determination: _____

Amounts approved:

Fee (category 65660): \$ _____ (maximum of \$40)

Travel expenses (category 65680): _____ (maximum of \$50)

Mileage \$ _____ (rate = \$0.19/mile)

Lodging \$ _____

Total \$ _____