

# MCBOE FEDERAL PROGRAMS DEPARTMENT MEMORANDUM

The following item(s) below is a checklist from your  
**Professional Development Travel Reimbursement Request**

Please use the checklist below to ensure that you have attached ALL  
The following document(s). Your request will be approved and processed once the required  
document(s) is received and filled out correctly.  
Thank you in advance for your cooperation.

**(ATTACH THIS FORM TO YOUR REQUEST)**

- ☐ Current Professional Development Travel Reimbursement Form
- ☐ Funding Source / Number
- ☐ Leave Approval Form
- ☐ MapQuest of Trip Destination  
(Write "To" and "From" destinations on separate lines.)
- ☐ Itemized Receipts (**taped not stapled**) on a PD Reimbursement  
Request additional page for receipt form
- ☐ Rate per mile @ \$0.67
- ☐ Documentation of Professional Development (Agenda and  
Registration must be attached)
- ☐ Employee's Signature and/or Principal's /Supervisor's Signature

**ALL BOXES MUST BE CHECKED IF YOU PROVIDED CORRECT DOCUMENTATION  
IN ORDER TO BE APPROVED AND PROCESSES BY THIS DEPARTMENT**

**Dr. Renata Bryant**  
Director of Federal Programs and Hippy Coordinator

**Dr. Melissa T. Williams**  
Superintendent of Education