

Budget Navigator

PROFESSIONAL DEVELOPMENT GRANT



Travel Costs				
Follow district per diem rates for travel costs. If district does not have guidance, follow the federal government per diem rates for lodging , mileage , and meals .				
# of Travelers:	Round Trip Mileage:	To:	From:	Total: \$
Flight Dates:	To:	From:		Total: \$
Breakfast(s) #	Lunch(s) #	Dinner(s) #		Total: \$
Lodging Dates:	Hotel Name:	Nightly Cost (*w/ taxes and fees):		Total: \$
Conference Title:		Dates:		Total: \$
Other Travel Expense(s)?		Description:		Total: \$
Grand Total:				\$

Material & Supplies			
Item Description	Price Per Item	Quantity	Total
			\$
			\$
			\$
Grand Total:			\$

Salaries and Benefits		
Description	Number of Staff	Total
Extra duty rate for staff non-contract time		\$
Substitute Costs		\$
Benefit costs for extra duties for staff		\$
Benefit costs for substitutes		\$
Grand Total:		\$

Professional Development Consultant		
Title:	Dates:	Total: \$
Grand Total:		\$