PROFESSIONAL DEVELOPMENT TRAVEL DETAIL FORM

Instructions

- ➤ Complete an Office of School Turnaround Order Form.
- ➤ Attach completed copies of the following:
  - Final Absence Approval
  - Conference Registration form (from their website)
  - Conference Brochure
  - Printout of Preferred Flights (2 choices)
  - Printout of Preferred Hotels (2 choices)

- ➤ Give to your school secretary for processing.
- ➤ Original forms must be **received** at District Office by January 31, 2018.
- ➤ Emailed, faxed, or scanned documents will not be accepted and incomplete forms (including missing documentation) will be returned.

Contact Information

Legal Name		Date of Birth	
Work Email	@redclay.k12.de.us	Cell Phone	

CHECK LOCATION BELOW:

☐ A.I. duPont Middle School	☐ Highlands Elementary	☐ Shortlidge Academy
☐ Baltz Elementary	☐ Richardson Park Elementary	☐ Warner Elementary

Conference Detail
Attach completed copy of registration form indicating preferred breakout sessions.

Conference Name		Location	City, State
Conference Date		T-Shirt Size (Circle One)	S M L XL

Transportation
Attach a printout of the preferred mode of transportation that indicates the time and price. The least expensive way to travel will be used to determine if Air or Train is booked.

CHECK WHICH TYPE OF TRANSPORTATION IS NEEDED:

☐ Airline (Complete rest of section)   ☐ Train (Complete rest of section)   ☐ Driving

Choice 1		Choice 2	
Preferred Airline-Train		Preferred Airline-Train	
Traveling From		Traveling From	
Traveling To		Traveling To	
Outbound Date		Return Date	
OutboundTime		Return Time	

Lodging

Choice 1		Choice 2	
Hotel Name		Hotel Name	
Address		Address	