

Professional Development Budget Worksheet

(Local programs will build all reimbursements for professional development for local state and national activities into their budgets. This will allow a more efficient process for draw-downs for each site and reduce the multiple vendor reimbursements that are currently happening.)

Totals from this worksheet should equal the totals on the Budget Summary sheet.

| ABE Fall Conference - Diving Deeper into Data (2 days) | Amount |
|--|---------------|
| Lodging, uncovered meals, travel at agency rates | |
| # of attendees for conference noon meals | |
| Subtotal | |
| TEAL Project teachers (2 days) | |
| Lodging, uncovered meals, travel at agency rates | |
| # of attendees for conference noon meals | |
| Subtotal | |
| ABE Directors – Leadership Excellence Academy (3 meetings) | |
| Lodging, uncovered meals, travel at agency rates | |
| # of attendees for conference noon meals | |
| Subtotal | |
| Taskforce meetings (2days) | |
| Lodging, uncovered meals, travel at agency rates | |
| # of attendees for conference noon meals | |
| Subtotal | |
| Local Professional Development | |
| Staff meetings, required trainings, national, regional, or local conferences | |
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| | |
| Subtotal | |
| Grand Total | |

Insert the grand total into your budget sheet.

Please include this worksheet and a detailed sheet of other budget items in your response