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	
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