



Annie Porter Ainsworth Memorial Library
6064 South Main Street, P.O. Box 69
Sandy Creek, New York 13145
Phone (315) 387-3732
Fax (315) 387-2005

Continuing Education Approval Form

The Annie Porter Ainsworth Memorial Library (APAML) believes that staff development is an intricate part of on-going training and team improvement curriculum. The APAML encourages staff to take part in continuing education programs. If the continuing education program incurs more than mileage reimbursement costs, then this form must be completed and submitted to the APAML Board President at least one month in advance for approval.

Name of Program: _____

Brief Description of Program:

Location: _____

Dates of Attendance: _____ to _____

Please provide an approximate cost of the program below. List N/A if it is not applicable.

Registration or Tuition fees: \$ _____

Required books and/or other materials: \$ _____

Lodging: \$ _____

Meals: \$ _____

Travel (mileage reimbursement, car rental, subway/taxi/bus fare, train/plane/bus ticket, etc.): \$ _____

Baggage fees: \$ _____

Parking: \$ _____

List any additional expenses not listed and the cost:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Expense Amount: \$ _____

Employee Name: _____

Employee Signature: _____

Date: _____

Board President Name: _____

Board President Signature: _____

Date: _____