

COMPENSATION BENEFITS  
EXPENSE REIMBURSEMENTS  
EXHIBIT C - BOARD REPORT - **INSTRUCTIONAL**

*NOTE: This format is for travel to events that are designed to improve classroom instruction.  
For events **not** designed to improve instruction, use EXHIBIT F - TRIP REPORT - NON INSTRUCTIONAL.  
If in doubt as to which trip report to use for a specific event, consult with your supervisor.*

TITLE OF EVENT:	_____
DATE(S):	_____ LOCATION: _____
NAME:	_____
POSITION:	_____
PURPOSE OF THE EVENT:	The purpose of this event was to improve instruction in the following subject(s) or area(s): _____ _____ _____ _____
WHAT DOES THE IMPROVED INSTRUCTION LOOK LIKE IN A CLASSROOM?	When fully implemented, an observer sees the following <b><u>in a classroom:</u></b> _____ _____ _____ _____
WHAT WILL IT LOOK LIKE IN MY CLASSROOM:	When implemented <b><u>in my classroom</u></b> , an observer will see the following: _____ _____ _____ _____
RESOURCES AND SUPPORT NEEDED:	I will need the following in order to implement the improved instruction in my classroom: _____ _____ _____ _____
DATE SUBMITTED:	_____
SIGNATURE:	_____
SUPERVISOR'S SIGNATURE:	_____