

Professional Meeting and/or Travel Request Form

Employee Name:

Today's Date:

School/Work Location:

Location of Conference/Workshop:

Out of District

Out of State

City, State Location of Conference/Workshop:

(Requires Board Approval)

Conference/Workshop Date(s):

Departure Time:

Return Time:

Conference/Workshop Name:

Rationale for Attendance:

Other District Employees Attending Conference/Workshop (Please list name, school/work location and position)

Employee Name:

Location/Position:

Employee Name:

Location/Position:

Employee Name:

Location/Position:

Employee Name:

Location/Position:

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?

Yes

No

Credit must be approved by the SBDM and/or Professional Development Coordinator

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?

Yes

No

WILL YOU BE PARTICIPATING AS A CONSULTANT?

Yes

No

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES?

ESTIMATED EXPENSES:

Substitute Needed: YES or NO No. of Days

Method of Payment:

Registration Fee: \$

Method of Payment:

Use of Board Vehicle: YES or NO

Method of Payment:

Use of Personal Vehicle: YES or NO

Method of Payment:

Mileage \$ No. of Miles

Hotel/Lodging (amount per night) \$ How many nights

Method of Payment:

Meals \$

Method of Payment:

Car Rental (amount per day) \$ How many days

Method of Payment:

Air Fair \$

Method of Payment:

ADDITIONAL INSTRUCTIONS:

* Itemized receipts are required for all expenditures. Receipts for expenses must come from the place of business making the charge.

Signature of Applicant_____

Date_____

Signature of Principal/Supervisor_____

Date_____

Signature of Superintendent/Designee (If Necessary)_____

Date_____

Review/Revised:7/11/2016