

MSAD #58

Request for Approval to Attend a Conference, Workshop, Meeting, Training, Other

Name: _____ Date: _____

School: _____

Conference Name: _____

Description of Conference: _____

How will this event 1) enhance your ability to perform your job duties, 2) improve student academic performance; and 3) directly relate to the goals of the district: _____

Date of Conference: _____ Time of Conference: _____

Organization Sponsoring Conference: _____

Location of Conference: _____

ESTIMATE OF EXPENSES

Registration: \$ _____ Have you pre-registered? _____

Travel \$ _____ (miles x \$0.56) (submit mileage log after the event)

Meals \$ _____ (submit expense/reimbursement form with actual receipts after the event)

Lodging \$ _____ (submit expense/reimbursement form with actual receipts after the event)

Total \$ _____ (all forms must be submitted to the central office after the event)

Substitute required: Yes _____ No _____

Account to be charged: _____

_____ This form should have a purchase order prepared if there are any expenses anticipated. The registration form should also be attached. Once approved, the purchase order and registration form will be returned to the individual and they will be responsible to submit their own registration for the conference.

_____ I have completed in full the above form and submitted registration form (if necessary) and a purchase order (if necessary). Upon completion of the conference, I will submit the mileage log and reimbursement form, along with any applicable receipts, to the Central Office.

Employee's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Permission Granted: _____ Permission Not Granted: _____

Superintendent's Signature: _____ Date: _____