

PROFESSIONAL CONFERENCE REQUEST

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To: Superintendent of School

I, _____ request permission to attend the following professional conference:

Name of Conference: _____

Location of Conference: _____

Inclusive Dates of Conference: _____

Note: In lieu of the above, you may attach the conference brochure/announcement.

The last conference I attend was: _____ Earlier this year
_____ Last school year
_____ Longer than a year ago

Are substitutes needed? _____ If so please list date(s): _____

School Vehicle needed? _____

Special comments or requests: _____

Are any expenses related this conference? Yes _____ No _____

If yes, please fill out a contracted services/conference requisition listing all registration and lodging expenses and attach to this form prior to submitting for approval.

Recommended by:

Building Principal Approved Denied Signature: _____

Action by Superintendent Approved Denied

Date: _____ Signature: _____

Approved requests will be forwarded to the Business Office, which will make all arrangements for payment of registration and other fees as well as lodging reservations. See the Superintendent if you have any questions. Receipts for mileage or meal reimbursement MUST be attached to a proper claim form and returned to the Superintendent.