

REQUEST TO ATTEND CONFERENCE OR STAFF DEVELOPMENT ACTIVITY

All sections of this form must be completed and approved **PRIOR** to attendance. Please complete 1 form online for multiple staff attending the same conference.

Name(s) _____ School _____ Date of Request _____

P.O. # _____ (required) Title of Activity _____

Dates of Expected Attendance _____ Location of Activity _____

Purpose of Activity _____

Plan for sharing/implementing with school/district _____

Substitute required _____ Yes _____ No _____ How Many Days? _____

Budget Code for Substitute _____

Budget Code for Allowable Expenses _____ CBO approval _____

Allowable expenses	Anticipated Expenses	Actual Expenses* (return after completion of conference/workshop)
Lodging (up to \$125/day individual \$250 double occupancy)		
Breakfast (up to \$8.00/day)		
Lunch (up to \$15.00/day)		
Dinner (up to \$30/day)		
Transportation (Cabs, Uber, Airporter) Not To Exceed \$50		
Parking, Bridge Toll, Mileage (65.5cents) Not To Exceed		
AirFare		
Other (specify):		
Registration Fee		
TOTAL ANTICIPATED/ACTUAL		

*To be completed upon return and attached to an Expense Claim if reimbursable expenses are incurred. DETAILED RECEIPTS ARE REQUIRED. Cancelled check will be photocopied and the original returned to you. Cost may exceed these amounts for special situations where attendance is required in order to participate fully in the program. Receipts and prior approval are required for exceptions. Mileage distance will be determined by the current IRS allowance. Car transportation should be pooled whenever possible and lodging shared whenever possible.

Participant _____

Date _____

Principal _____

Date _____

Superintendent _____

Date _____