

## REQUEST TO ATTEND PROFESSIONAL OR EDUCATIONAL MEETING

MUST BE SUBMITTED PRIOR TO INCURRING ANY EXPENSE. PLAN AHEAD!

Please Print or Type:

Name \_\_\_\_\_

Building \_\_\_\_\_

Date(s) attending \_\_\_\_\_

Days absent from district assignment: From \_\_\_\_\_ to \_\_\_\_\_

Check one: ☐ Certificated

☐ ESP

Check one: ☐ Instructional

☐ Special Services

☐ Support

☐ Administration

EXACT TITLE of conference or meeting \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_

\_\_\_\_\_ (Attach a copy of program and/or agenda)

Please respond to the following questions on a separate sheet of paper and attach:

1. What knowledge, skill or understanding(s) will attendance at this session address?

2. How will attendance at the session be used to improve student learning?

3. How will you share what you learned at the session with others in the district?

☐ Check box if NO expenses will be incurred as a result of your attendance at this meeting.

☐ Check box if a substitute teacher will be necessary. Number of days substitute will be needed \_\_\_\_\_

Amount of district-paid expenses requested:

\$ \_\_\_\_\_ registration \$ \_\_\_\_\_ travel (mode \_\_\_\_\_)

\$ \_\_\_\_\_ meals \$ \_\_\_\_\_ tips, cabs, etc.  
(days X \$25 maximum)

\$ \_\_\_\_\_ lodging \$ \_\_\_\_\_ misc. ( \_\_\_\_\_)

TOTAL EXPENSES \$ \_\_\_\_\_

I have endeavored to secure the lowest possible rates for travel-related expenses and agree to separate district and personal expenses. I understand accepting this assignment commits me to share information and/or skills gained with other district employees.

Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Budget Code for district expenses \_\_\_\_\_

To Be Completed by Superintendent or Designee		
APPROVED _____	REQUIRED _____	DENIED _____
A. Full Reimbursement _____		Leave may be applicable under _____
B. Reimbursement limited to _____		_____
(Enter leave in Skyward)		

Attach white copy of this approval form to the Request for Reimbursement form following travel.