

Conference / Workshop Attendance Request

Form No. 22
Rev. 2/2003

I, _____, request to attend the _____
name conference/workshop

which will be held at _____ on _____
location date(s)

I will be absent from _____ to _____.

Please complete the appropriate boxes* below, sign and submit form to your building principal.

All requests to attend a conference/workshop must be made at least **two weeks** in advance. Advance payments may be made upon presentation of approved estimated expenses. Once approved, you may make your conference and/or room registration. A final itemized statement, including all receipts, must be submitted to the Business Office upon return from conference/workshop.

A copy of conference brochure must be attached to verify cost and dates.

If my request is approved, I will submit a written and/or oral report of the conference/workshop.

Signature

grade level or subject / school

***Complete expenses below:**

Registration	\$ _____
Mileage	\$ _____
Lodging	\$ _____
Food	\$ _____
Substitute	\$ _____
Total	\$ _____

ASN# Office Use Only:

Title _____

Office Memo:

***Check the appropriate box.**

	Yes	No	N/A
Conference / Workshop registration has been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room reservations(s) has been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I prefer to have the office make the registration/reservation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I wish to have an advance check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Principal

Assistant to Superintendent

This request **is - is not** approved.

Superintendent

Date