

Conference/Training Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request to attend: \_\_\_\_\_

Date/s of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Cost Breakdown: Registration \_\_\_\_\_

Lodging \_\_\_\_\_ # of nights needed \_\_\_\_\_

Meals \_\_\_\_\_

Mileage \_\_\_\_\_

Total estimated cost \$ \_\_\_\_\_

**Upon approval** from your office principal and superintendent please contact Shannon to request registration and lodging arrangements/payments. Meal and mileage reimbursement will be paid when a travel voucher with supporting itemized receipts have been received by the business office.

In addition to the **Conference/Training Request Form** an **Absent From Duty Form** is required.

Approved Signature of Principal : \_\_\_\_\_

Denied Code Request : \_\_\_\_\_

Comments:

Approved Signature of Superintendent : \_\_\_\_\_

Denied