

You must have all boxes checked and information collected before sending to the Education Center.

Blue Conference Request Form

Hotel Registration

Transportation Request Form

Conference Registration

ALL Purchase Orders

REQUEST TO ATTEND CONFERENCE OR VISITATION

Name: _____

Conference/Visitation: _____

Dates: _____

Location: _____

Estimated Cost: _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING:

(Receipts for **ALL** expenses must be provided and a purchase order submitted upon returning)

REGISTRATION: _____ \$ _____
(Membership fee not included)

MEAL ALLOWANCE:
No. of Meals

Breakfast: _____ @ \$8.00 each \$ _____
Noon Lunch: _____ @ \$9.00 each \$ _____
Evening Meal: _____ @ \$17.00 each \$ _____

LODGING:
(Based on motel/hotel receipt)

TRANSPORTATION:
 School-Owned Vehicle*
 Air Travel

How will conference benefit district? _____

Date: _____ Signed: _____

Employee

.....
 IDP Approved Disapproved

Date: _____ Signed: _____

Building Principal

Approved Disapproved

Date: _____ Signed: _____

Superintendent