

**REQUEST FOR CONFERENCE OR MEETING ATTENDANCE**

- All requests need to be signed and submitted to the district office **two weeks** prior to the event. To ensure this delivery, it must be turned into the principal **three weeks** prior to event.
- If request is NOT received two weeks prior to the event, the staff member **may** need to pay the conference registration fees. Reimbursement may be requested for approved conferences.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Conference/Meeting: \_\_\_\_\_

Date of Conference/Meeting: \_\_\_\_\_

Location of Conference/Meeting: \_\_\_\_\_

Number of Conference/Meetings Attended this School Year to Date: \_\_\_\_\_

**\*\*Please attach all completed registration information.\*\*  
\*\*Remember to complete and attach an Absence Request.\*\***

Description	Amount	Account #/Grant Info.	For each expense, indicate (X) method of payment below.			
			Already paid with p-card	Reimburse Employee	Costs need to be paid by District	No payment/reimbursement
Registration						
Mileage						
Other Transportation (Describe)						
Lodging						
Meals						
Supplies/Materials						
Substitute						
Other						
<b>Total</b>						

\_\_\_\_\_  
Building Principal's Approval

\_\_\_\_\_  
Date

**Note:** 1) This principal's signature represents an approval for the employee to be absent **and** that all expenses are approved by the appropriate department for the account number provided. 2) The building should keep a copy of this form and attachments before submitting to the District.

\*\*\*\*\*  
**For office use only:**  
 Sub Requested on: \_\_\_\_\_  
**Route To:**  
 Secretary to HR \_\_\_\_\_  
 Director of Educational Services/Director of Special Education \_\_\_\_\_