

Request to Attend Professional Meeting/Conference Form

ORIGINATOR INSTRUCTIONS:

1. Complete all sections. Save form using the following format: Last Name, Date of Conference (Smith 042512).
2. Forward saved file **VIA EMAIL** to your principal/supervisor requesting approval.

NOTE: This request must be submitted for approval **two weeks prior** to the date of conference (**one month prior to the date if overnight accommodations are required**). Failure to complete or submit this form on a timely basis may result in the denial of this request.

Today's Date: October 1, 2013
Employee Name: Dr. Christopher Davis
Home School: Central Administration

Name of Conference: PETE & C
Date of Conference: February 9th through February 12th
Location of Conference: Hershey, PA

Brief Description of Conference: PA Educational Technology Conference and Expo. Annual gathering of PA and national technology professionals in K-12 and higher education. Workshops include IT, educational technology, infrastructure, etc.

Substitute Required: ☐ Yes ☒ No

Applicable Expense Account Number: 10-2840-580
Estimated Expenses: \$1080/\$823 if paper is accepted for presentation

Note: Estimated Expenses include mileage, registration fees, hotel and meal expenses, etc.

If expenses are needed prior to the meeting, please fill out a "Voucher Warrant" requesting an "Advance". "Voucher Warrant" form can be found on the District Website under Employee Forms.

APPROVAL INSTRUCTIONS:

1. Place X in appropriate approval box, enter your name and today's date in the space provided, save file.
2. Forward saved file via email to the next administrator. Please forward in the following order:

1. Principal/Supervisor Approval: ☐ Yes ☐ No Principal/Supervisor - Name & Date

2. Assistant Superintendent: ☐ Yes ☐ No Assistant Superintendent - Name & Date

3. Superintendent: ☐ Yes ☐ No Superintendent - Name & Date

4. Board Secretary: Board Secretary - Name & Date