

# Request to Attend Professional Meeting/Conference Form

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.
3. Attach conference flyer, agenda, or other supporting documentation

**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: July 6, 2017  
Employee Name: Jeff Hadley, Justin Stephans, Kristen Rowe, Martha Freese  
Home School: Regency and High School  
Name of Conference: PSBA Education Excellence Fair  
Date of Conference: October 19, 2017  
Location of Conference: Hershey Convention Center  

Plum Borough School District was selected to showcase our K-12 STEAM programs/initiatives at the 19th Annual PA Public Education Excellence Fair.

  
Brief Description of Conference:  
Substitute Required: ☒ Yes ☐ No

Applicable Expense Account Number: \_\_\_\_\_

Estimated Expenses: \$ 715.00

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 Jeff Hadley  
Principal/Supervisor - Name & Date

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

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

4. Board Secretary: \_\_\_\_\_  
Board Secretary - Name & Date