

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: 10/08/14
Employee Name: Chris Burkey, Dave Dziewulski, Missy Karkowsky
Home School: Admin Wing
Name of Conference: Pete and C
Date of Conference: February 8, 9, 10, 11
Location of Conference: Hershey, Pennsylvania
Brief Description of Conference:

Pete and C is a statewide event that provides quality programs focused on technology in the educational field.

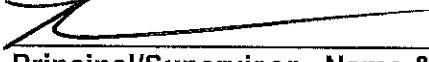
Substitute Required: Yes No

Applicable Expense Account Number: _____
Estimated Expenses: Expenses for 3 attendees: \$1400.00

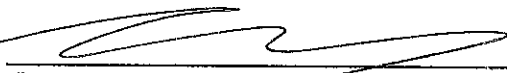
Note: Estimated Expenses include mileage, registration fees, hotel and meal expenses, etc.
 If expenses are needed prior to the meeting, please fill out a "Voucher Warrant" requesting an "Advance". "Voucher Warrant" form can be found on the District Website under Employee Forms.

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 
 Principal/Supervisor - Name & Date

2. Assistant Superintendent: Yes No GA 10/27/14
 Assistant Superintendent - Name & Date

3. Superintendent: Yes No 
 Superintendent - Name & Date

4. Board Secretary: _____
 Board Secretary - Name & Date