

# 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:** November 5, 2012  
**Employee Name:** Missy Karkowsky  
**Home School:** Holiday Park

**Name of Conference:** PA Educational Technology Expo and Conference  
**Date of Conference:** February 11th and 12th  
**Location of Conference:** Hershey, Pa

**Brief Description of Conference:**

This is the Pennsylvania educational technology expo and conference. It provides exceptional programs focused on technology in the classroom. I will cover hotel and travel expenses.

**Substitute Required:**  **Yes**  **No**

**Applicable Expense Account Number:** \_\_\_\_\_  
**Estimated Expenses:** \$153.00

**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** Fran Sciallo 11/5/12  
 **No** Principal/Supervisor - Name & Date

2. **Assistant Superintendent:**  **Yes** Guy Rossi 11/5/12  
 **No** Assistant Superintendent - Name & Date

3. **Superintendent:**  **Yes** Tim Glasspool 11/5/12  
 **No** Superintendent - Name & Date

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