

Heritage School District No. 8

Request to Attend Professional Meeting

Faculty members are encouraged to attend workshops and seminars which will help them in their teaching areas. This form must be completed and given to the Superintendent for approval. Generally the District may reimburse registration, travel and housing costs. Approval may be dependent on grant funding availability.

INSTRUCTIONS:

- 1) Complete this form in its entirety.
- 2) Attach fully completed registration form.
- 3) Submit to Superintendent for consideration.
- 4) If approved the Superintendent will forward to the Bookkeeper for payment of registration fee. If disapproved, the Superintendent will return this request to you.
- 5) The Bookkeeper will mail payment with registration. You will receive a copy of the approved request.
- 6) If applicable: You are responsible for making your own lodging reservation.
- 7) Following the meeting you must submit an expense claim form for reimbursement of any approved expenses.

Name: _____ Date: _____

Title of Meeting: _____

Purpose of Meeting: _____

Location of Meeting: _____

Date of Meeting: _____ Time From: _____ to _____

Estimated Expenses:

Registration:	\$	
Mileage (\$0._____/mile + parking & tolls)	\$	
(# of miles _____)		
Lodging:	\$	
Substitute:	\$	
Other (Itemize) _____	\$	
Total Estimated Expenses:		\$ _____

Signature

<i>Office Use Only</i>	
Administrative Approval / Disapproval : _____	
Signature	Date
Comments: _____	
GRANT FUNDING?	YES _____ (if yes name grant) _____ NO _____

(Revised 02/11)