

Attendance Request for Participation in Meetings and Professional Conferences

(Submit at least two weeks prior to event)

(Submit to Director of Professional Development)

(Attach Agenda Where Applicable)

1. Participant to complete (all fields must be complete before approval will be made)

Name (Print) _____ Participant's School _____

Date(s) of travel _____

Location (town & facility) _____

Purpose of Travel _____

Mode of transportation _____ County vehicle _____ Personal

Note: Use of county vehicle is required for travel when available. It is the employee's responsibility to schedule use of county vehicle with the central office. Mileage will not be reimbursed without prior authorization or when the assigned vehicle is available.

Approximate cost of participation: Total _____ Meals _____

Lodging _____ Travel _____ Registration _____

Substitutes _____ Other _____

Signature of participant _____ Date: _____

2. Principal or Supervisor Use

Other staff members attending: _____

Source of funding _____

Substitute needed? (Check one) Yes No

Principal or Supervisor Approval _____ Date _____

3. County Office Use

Date received _____ (Check one) Approved Disapproved

Signature of Superintendent _____ Date _____

Note: Please submit a copy of this form to the finance office when approved.

Additional comments (use next page) :

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