

PANTHER VALLEY SCHOOL DISTRICT

REQUEST FORM TO ATTEND CONVENTIONS, MEETINGS, ETC.

1/25/90 – Policy – “That the Board of Education must approve prior to Panther Valley School District Staff attending conferences and workshops.”

This form must be in the Superintendent’s Office at least 10 school days before an official Board Meeting. A report regarding the event attended must be provided to the building principal and sent to the Superintendent’s Office within 10 days after an event. Failure to complete the report could delay final expense payment.

EMPLOYEE _____ SCHOOL _____

Date(s) _____ / _____ / _____

Days of the Week (circle) Monday Tuesday Wednesday Thursday Friday

Purpose of Trip (Brief) _____

Location of Trip _____

Employee Signature _____ Date _____

_____ Approve Building Principal Signature _____
_____ Disapprove Date _____

Reason for Disapproval _____

_____ Approve Superintendent’s Signature _____
_____ Disapprove Date _____

Reason for Disapproval _____

Anticipated Expenses: Present Receipt(s) for Payment

| | | | | |
|--------------|----------|--------|--|----------|
| Registration | \$ _____ | Travel | _____ @ \$.485 = | \$ _____ |
| Room | \$ _____ | | Parking | \$ _____ |
| Meals | \$ _____ | | Tolls | \$ _____ |
| Gratuities | \$ _____ | | _____ Check if Substitute Teacher/Nurse Needed | |

Total \$ _____

Funding Source _____ District _____ Title I _____ Title II
(Check One) _____ (Other [Specify] _____)

Updated: September 20, 2005
10/8/2001