

# 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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