

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?(Please Circle) 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: