Professional Conference, Meeting,

or Workshop

Approval Process

To apply for approval:

* Complete all information except the “Amount Spent” column.
* If you have received a Dolbear or Kuiper Grant, please make note of this in the appropriate location.
* Submit to your principal or supervisor for approval and sign where indicated. Your building principal will then send to the Assistant Superintendent and Superintendent for approval.

You will receive a letter from the Superintendent indicating whether your request has been approved or denied.

* Once approved, please contact Business Office (Barbara Braatz) to book the lodging.

Upon your return:

* Within ten (10) days of your return, total your receipts by category (food, lodging, registration, etc.) and place those totals in the “Amount Spent” column.
* Attach original receipts to one (1) copy of the request form and return to the Business Office.
* Within fifteen (15) days of your return, please complete the Conference Reflection to your building principal, who will then share with the Assistant Superintendent.

The School Code requires receipts for all items where receipts can be obtained, such as registration, tolls, transportation, lodging, meals, parking, etc.

***You must submit original itemized receipts to receive reimbursement. Credit card receipts will not be accepted.***

Please print and complete the entire form

Name: School:

Conference/Meeting/Workshop:

Conference Date(s): Location:

A substitute/class coverage \_\_\_\_ will be required Number. of work days involved \_\_\_\_\_ (Maximum 3)

\_\_\_\_ will not be required Dates of Absence from Work

|  |  |  |
| --- | --- | --- |
| ❑District Funds ❑Dolbear Grant ❑Kuiper Grant ❑Other  Grant Amount Awarded:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Amount  Requested | Amount  Spent |
| Travel: ❑Auto: **t***otal miles @ $0.67* ❑Airplane: airports: \_\_\_\_\_\_\_\_\_\_\_  **\*Attach** [**Google Maps**](http://www.mapquest.com/directions) **of Mileage from home building.** |  |  |
| Lodging: \_\_\_\_\_\_\_\_\_\_ Nights @ \_\_\_\_\_\_\_\_\_\_ per night |  |  |
| Meals: No. of \_\_\_\_\_Breakfast(s) \_\_\_\_\_Lunch(es) \_\_\_\_\_Dinner(s) |  |  |
| Registration: |  |  |
| Parking: |  |  |
| Tolls: |  |  |
| Conference Transportation: *rental cars are not considered a necessity* |  |  |

**TOTAL COST**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Expenses for conference, meeting, workshop should be charged to: Acct #:**

**(MUST BE COMPLETED FOR APPROVAL) ASN#:**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

❑Recommended ❑Approved

❑Denied ❑Denied

Principal / Supervisor Signature Assistant Superintendent Signature

Date Date

❑Approved

❑Denied

Superintendent Signature

Date

At the Principal/Supervisor or District request, I understand that approval of this request may require me to share the information received at this conference with staff.

How is this conference/meeting/workshop going to enhance your knowledge to improve student programming?

How will you share information gained from this experience with your colleagues?

List any other conferences that you have attended in the past five years (include the year):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Conference Reflection

How did the conference/meeting/workshop going to enhance your knowledge to improve student programming?

What important are you going to share with your colleagues and how?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date