

CONFERENCE/WORKSHOP REQUEST FORM

Name of Conference: _____

Location of Conference: _____

Date(s) of Conference: _____

Name(s) of Attendee(s): _____

Purpose of Conference: _____

Registration Fee: _____ X _____ (number of people attending) = _____

Hotel: _____ (number of nights) X _____ (number of rooms) = _____

Meals: Breakfast: _____ (number of days) _____ (number of people)

Lunch: _____ (number of days) _____ (number of people)

Dinner: _____ (number of days) _____ (number of people)

Reimburse _____ for _____ (meals, hotel, and/or registration)

*Please understand that hotel rates and allowable meal expenses depend on the location of the conference. When meals are provided by the conference, you cannot request reimbursement if you choose to purchase your own meal. If you do not use the breakfast and lunch allocation, you are not able to add it to your dinner expense, according to federal guidelines. Allowable expenses for days traveling to and from a conference are different from days attending the conference.

Principal Approval: _____ Date: _____

Director Approval: _____ Date: _____

Code: _____

*Once a conference has been approved by all levels, those attending the conference will receive an email from Amy Snodgrass or Wanda Stowers notifying everyone of the allowable costs for meals and hotel rooms for each day.