

Request to Attend Professional Activity

1. Complete this request form and **send it to your office manager for Preliminary Administrator review** approximately two weeks before the date of the requested activity or a minimum of **one month** for **out-of-state trips**. (Board approval required for out of state)
2. **Coordinate with your administrator for registration and payment of fees. (Use of school credit card is encouraged)**
3. The office manager will send the form to the **District Office** for review by the Superintendent. (After review, form will be returned to the office manager and they will route the original to staff member.)
4. After attending, attach all receipts, mileage forms and proof of attendance to the approved original form and send to your office manager for **Administrator's** final approval.
5. Office manager will route the form to the **District office** for reimbursement of approved expenses.

Name: _____ Date of Activity _____

Meeting/Activity Name: _____

Location _____ Out of State? Yes _____ No _____

Comments/Rationale: _____

Account # (Assigned by Admin): _____

Substitute Account # (Assigned by Admin): _____

Substitute Needed ? _____ Sub Name _____ #day(s) _____

	Estimated Cost	Actual Cost
Mileage _____ @ current IRS rate	\$ _____	\$ _____
Meals _____ @ U.S. per diem rates	\$ _____	\$ _____
Lodging _____ nights @ \$ _____	\$ _____	\$ _____
Registration Fee	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Employee Signature: _____ **Date:** _____

Preliminary Review by Administrator: _____ **Date:** _____
 (Send form to Lillian at District Office now; see #3 above)

Superintendent Review: _____ **Date:** _____
 (Form returned to office manager)

Final approval by Administrator: _____ **Date:** _____
 (Send form with receipts/mileage attached to Lillian at District Office; see #4 & #5 above.)