Conference, Workshop, & Meeting Request

Attendee: ________________________________  Department: __________________________

Department Number: __________________________  Date Submitted: _________________

Event: ____________________________________________________________________________

Place: ____________________________________________________________________________

Purpose/Objective: __________________________________________________________________

Leaving Date: __________  Time: __________  Returning Date: __________  Time: __________

Transportation (staff car, airplane, train, own, with someone, ect.): ________________________

Estimate of Expenditures:
(Include Dollar Amounts)

TOTAL: $0.00

Registration $ ___  Transportation $ ___  Food $ ___  *Lodging $ ___

Miscellaneous (taxi, parking, ect.): ______________________________________________________

<table>
<thead>
<tr>
<th>Fund</th>
<th>Resource</th>
<th>Y</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Site</th>
<th>Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval/Recommendation

Principal/ Administrator/ Director: ___________________________ Date: ________________  Yes ☐ No ☐ (if no, attach reason.)

Projects Director: ___________________________ Date: ________________  Yes ☐ No ☐ (if no, attach reason.)

Superintendent: ___________________________ Date: ________________  Yes ☐ No ☐ (if no, attach reason.)

Finance: ___________________________ Date: ________________  Yes ☐ No ☐ (if no, attach reason.)