

Southern Fulton School District  
3072 Great Cove Road Suite 100  
Warfordsburg, PA 17267

Submit to:

Office of the Superintendent

## APPLICATION TO ATTEND OFFICIAL MEETING/CONFERENCE

Meeting/Conference: (Describe) \_\_\_\_\_

Dates necessary to be away from school: \_\_\_\_\_

Estimated Costs:

Registration fee \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Travel (mileage \_\_\_\_\_

Tolls, parking) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Budgeted: Yes \_\_\_\_\_ No \_\_\_\_\_

### REGISTRATION

Advanced registration and/or payment by school district  Yes  No

Registration information attached.  Yes  No

Registration fees are generally nonrefundable. Make certain of your commitment before obligating the district to the registration fee.

\_\_\_\_\_ Review action by principal

\_\_\_\_\_ Applicant

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Principal: If Board action is necessary, has this request been previously approved?

Yes  No

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Application approved (  )          Not approved (  )

\_\_\_\_\_ Superintendent

\_\_\_\_\_ Date

Submit receipts and mileage (if applicable) upon return for reimbursement. Unapproved expenditures or expenditures unsubstantiated by receipt will not be reimbursed.

Make report to superintendent:  oral  written

Make report to principal:  oral  written