



# 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 emailed to the office manager and employee.
4. **After attending**, complete a Reimbursement Request Form, Mileage Reimbursement Request Form and submit proof of attendance to your office manager for Administrator's final approval.
5. Forms will then be submitted to the district office for processing.

Name: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Meeting/Activity Name: \_\_\_\_\_

Location: \_\_\_\_\_ Out of State? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments/Rationale: \_\_\_\_\_

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Account # (registration, fees, etc.): \_\_\_\_\_

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Sub Required? Yes \_\_\_\_\_ No \_\_\_\_\_ Requested in Red Rover? Yes \_\_\_\_\_ No \_\_\_\_\_

Substitute Account # : \_\_\_\_\_

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Mileage _____ @ current IRS rate	Total Estimate: _____
Meals _____ @ U.S. per diem rate	Total Estimate: _____
Lodging _____ nights @ \$ _____	Total Estimate: _____
Registration Fee _____	Total Estimate: _____

**After attending**, complete a *Reimbursement Request Form*, *Mileage Reimbursement* request form and submit proof of attendance to your office manager for Administrator's final approval.

These forms can be found on the Staff Resources page on our website.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preliminary Review by Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Review: \_\_\_\_\_ Date: \_\_\_\_\_