

BERRIEN RESA REQUEST TO ATTEND A CONFERENCE, WORKSHOP OR PRESENTATION
Must be approved by Supervisor 31 days prior to attendance

Employee: _____ Today's Date: _____

Conference Name/Number: _____

Conference Date: _____ Location: _____

Departure Date/Time: _____ Return Date/Time: _____

If expenses will not be incurred, omit this section:

Expenses	Estimated (Employee Completes)	Amount Approved	Actual (Employee Completes)
Transportation:			
Round Trip (#of Miles)	miles		
Automobile (Gas Allowance)		\$	\$
Other: <input type="checkbox"/> air * book through RESA <input type="checkbox"/> _____	\$	\$	\$
Driver's Name:			
Registration Fees: (\$145 maximum)	\$	\$	\$
Lodging: (Double Occupancy if possible) <i>Overnight travel must be pre-approved by Supt or designee</i>	\$	\$	\$
Food: (\$50 in-state/\$75 out of state Allowed Daily)	\$	\$	\$
Miscellaneous: (Itemize)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total:	\$	\$	\$

Advance Requested: YES NO (Advances are for expenses that exceed \$100) Overnight: YES NO

Signatures (Employee MUST ensure all approvals are obtained)		Approved		Advance Approved	Amount Approved	Date
		Yes	No			
	Supervisor					
	Director					
	Business Office	Reference No:				
	Superintendent or Designee			<i>All overnight travel must have Supt or designee approval prior to event.</i>		

Supervisor's Use Only						
Final Approved Cost	\$	Advance Amount	\$	Balance Due	\$	
						(Signature)