



Greenwood Lake Union Free School District

Greenwood Lake, New York 10925

Request to Attend Seminars & Conferences

(To be used for all conferences. Only necessary for MLP/BOCES offerings if requesting mileage)

Please use this four-part form to request attendance and/or reimbursement for seminars, workshops, conferences, etc. This form **MUST** be filled out with all supporting documentation attached, including internet mapping/driving directions (shortest route). Mileage will be reimbursed as per the Board of Education Mileage Reimbursement Policy.

Within 30 days after you have attended the conference, you must submit the Superintendent/Business Office copy to the Superintendent for approval for reimbursement. Attached to this should be original itemized receipts for all actual and necessary expenses claimed. This includes lodging, conference fees you paid out of pocket, air, train, or bus travel, rental cars, meals (according to the meal allowance amounts set by the Board of Education), tolls, parking, etc. **If the receipt is not original and itemized, you will not be reimbursed.**

Name _____ Role _____

Is a substitute required? _____ (If yes, it is your responsibility to secure a substitute through AESOP)

<u>My Learning Plan/BOCES Registrations</u> <i>Only fill this out if you are requesting mileage/tolls.</i>	<u>All Other Seminars/Conferences</u>																																				
Title of Workshop: _____	Title of Workshop: _____																																				
Location: _____	Location: _____																																				
Date(s) & Time: _____	Date & Time: _____																																				
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For Office Use Only / Approvals		
_____	Account	Date
Immediate Supervisor		
_____		Date
Superintendent Pre-Approval		
_____		Date
Superintendent Approval for Reimbursement		