RAINIER SCHOOL DISTRICT #307

Conference / Outside Training Request

Where would you like to go?

Name(s) of staff requesting to go: _____

Description of Conference / Outside Training: _____

_____

Date(s): _____ **Location:** _____ **Presenter/Organizer:** _____

How does this training support the work that we are doing on our "School House" model?

Please be specific: _____

_____

_____

How much will this cost?

What is the total cost of registration for all staff planning to attend? **Cost of Registration:** _____

Is a Substitute required? ☐ **Yes** ☐ **No** **# of Days** _____ **x $ 110.00** **Cost of Substitute:** _____

Is the training greater than 100 miles away (roundtrip)? ☐ **Yes** ☐ **No** **Cost of Hotel:** _____
(Same sex staff may be required to share rooms)

Does this training require airfare? ☐ **Yes** ☐ **No** **Cost of Airfare:** _____

Other costs: _____ **Other:** _____

Total Estimated Cost: _____

Will you need to use one of the district cars or vans? ☐ **No** ☐ **Car** ☐ **Van**
(Staff members who choose to use their personal vehicles will not be reimbursed mileage.)

Approval (To be completed by District Office)

☐ **Approved** **Budget Code:** _____

☐ **Denied** **Reason:** _____