

Relevance of training to improving instruction or operations: _____

Justification of the importance of individual attending the event
(to be completed by supervisor, principal or department heads):

Supervisor signature

Employee Certification

The undersigned certifies the following:

I own the personal automobile used for travel that will be reimbursed by the district.

I maintain current auto liability insurance on the vehicle used for district travel.

If I travel by air, I will not accept any frequent flyer miles.

If I receive any airline vouchers as a result of delayed flights, I will relinquish them to the District.

Employee signature