

**RINGGOLD SCHOOL DISTRICT**  
**Request To Attend Conference / Seminar / Activity**

Name of Requesting Party: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Activity/Absence: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Brief Outline of Purpose for Attendance: \_\_\_\_\_

**\*\*Please attach Registration Form and any pertinent information\*\***

Prior attendance this fiscal year: \_\_\_\_\_

How will your position be covered? \_\_\_\_\_

Date of Board approval, if required -If Total Estimated Attendance is over \$300, must be Board approved. \_\_\_\_\_

**Estimated Cost of Attendance**

**TOTALS**

Registration Fees: \_\_\_\_\_ Registration: \_\_\_\_\_

Travel: (one way or both if return building)

\_\_\_\_\_ Miles each way x 2 = \_\_\_\_\_ Total miles x \$0.70 per mile= \_\_\_\_\_

Other (list) \_\_\_\_\_ Tolls / Parking \_\_\_\_\_

Travel: \_\_\_\_\_

Meals (\$41/day max overnight trips only)

\_\_\_\_\_ Breakfasts @ \$7.00 \_\_\_\_\_

\_\_\_\_\_ Lunches @ \$10.00 = \_\_\_\_\_

\_\_\_\_\_ Dinners @ \$24.00 = \_\_\_\_\_

Meals: \_\_\_\_\_

Lodging: \_\_\_\_\_ Nights @ single rate \_\_\_\_\_ of: \_\_\_\_\_ Lodging: \_\_\_\_\_

(Attach list of three choices noting any governmental rate - reservations may be at another location if more economical)

Substitute Teacher: \_\_\_\_\_

**TOTAL ESTIMATED ATTENDANCE CHARGE:** \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Director of Business Operations

**Note: This request must be attached to actual summary of expenses when submitting for reimbursement.**

**Note: This request must also be attached to an agenda/informational flyer about the conference. This agenda/flyer must contain the following: date of events, conference event times, and location.**

Budget Code: \_\_\_\_\_  
*(To be completed by Building Principal and/or Department Supervisor)*

**Vehicle Use**

District Vehicle

Rental Vehicle

Personal Vehicle

\*If a district vehicle is used, please remember to submit receipts for gas.