LONE PINE UNIFIED SCHOOL DISTRICT
CONFERENCE/WORKSHOP REQUEST FORM
This form must be received at the District Office three to four weeks prior to trip

Instructions and Important Information:
Submit this completed form to the school site principal for approval, the Principal will forward the form to the Superintendent for approval. Please attach information about the conference/ workshop and registration to this form. If approved, the District Office will submit the registration form and fees, as required. The District Office will not make deposits, or advance per diems. It is your responsibility to complete and submit a Vehicle Request Form and enter absence in Aesop. All expenses, except for registration and lodging, must be paid for by the employee during the conference/workshop and will be reimbursed by the District upon return and submittal of a Claim for Reimbursement Form. Receipts for meals, lodging, etc. must be submitted with the Claim for Reimbursement Form or reimbursement cannot be made.

Name_____ Date of Request_____

Conference/Workshop Title_____

Sponsor_____

Date(s) of Conference/Workshop & Location _____

1) Registration Cost: $_____ Per Person (Attach backup)

2) Per Diem (meals): _____ Days

3) Substitute needed: Yes/No How many days: _____ (Enter Absence in Aesop)

4) Lodging: Number of Days ____ Check In Date _____ Check Out Date _____
Rate Per Day (including tax) $_____ District Booking Room: Yes/No
Name of Hotel/Location/Phone _____

5) District Transportation: Yes/No (If yes, attach Vehicle Request Form)

6) Total Cost of Conference/Workshop: $_____

School Site Approval: [ ] Yes [ ] No

_____
Principal's Signature Date

FOR DISTRICT OFFICE USE:

Superintendent's Approval: [ ] Yes [ ] No

_____
Superintendent's Signature Date

Registration Paid By: P.O.#_____/Date_____

Credit Card: Confirmation# _____ Date_____

Funding Source: Budget (Program or Grant) _____

Copy Distribution: White (District Office) - Pink (Employee)