COPLEY-FAIRLAWN CITY SCHOOLS

Request to Attend Professional Meeting

Complete this form in its entirety.

Applicant's Name:_____

Meeting Title: _____

Meeting Location:_____

Phone Number at Location of Meeting:_____

Meeting Date(s):_____

Reimbursement or funding is desired for the following expense(s):

Request(s)	Estimated	Office Use Approved By	Office Use Requisition #
Registration fee (Prepay? ☐ yes ☐ no)			
Meals Purchase order should be made payable to individual.			
Lodging _____ nights @ _____			
Travel _____ miles @ _____			
Miscellaneous (parking, tolls, other-please list) Purchase order should be made payable to individual.			
Total			

Is substitute required? ☐ yes ☐ no If yes, date(s) needed _____

Employee's Signature _____ **Date** _____

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For Administrative Use (Please sign and forward):

Coordinator/Director _____ Date_____
(CDC, Director of Pupil Services, Athletic Director, etc.)

Principal's Approval _____ Date _____

Assistant Superintendent's Approval _____ Date _____

REIMBURSEMENT APPROVAL

I certify that the expenses shown were incurred on board of education business and that I have attached the required original receipts.

Complete upon return from the meeting and send to the treasurer's office for payment.

ACTUAL EXPENSE(S)

_____

_____

_____

_____

_____

_____
Employee's Signature

Approved for payment

_____
Treasurer

_____
Date

After this form is approved by the principal, requisitions for purchase orders must be prepared at the building level and sent to the Assistant Superintendent's office. Approval is not final until requisition(s) have been signed by the Superintendent and Treasurer.

Attached are requisition(s) for: ☐ Registration ☐ Meals ☐ Lodging ☐ Travel ☐ Miscellaneous

White – Treasurer's Office Yellow – Building Pink – Asst. Supt. Gold - Employee

June 2013