



Request to Attend Professional Activity

1. Complete this request form and send it to your office manager for Preliminary Administrator review approximately two weeks before the date of the requested activity or a minimum of one month for out-of-state trips. (Board approval required for out of state).
2. Coordinate with your administrator for registration and payment of fees. (Use of school credit card is encouraged).
3. The office manager will send the form to the district office for review by the Superintendent. After review, form will be emailed to the office manager and employee.
4. **After attending**, complete a Reimbursement Request Form (all meal/restaurant receipts must be **itemized**), Mileage Reimbursement Request Form and submit proof of attendance to your office manager for Administrator's final approval.
5. Forms will then be submitted to the district office for processing.

Name: _____ Date of Activity: _____

Meeting/Activity Name: _____

Location: _____ Out of State? Yes _____ No _____

Comments/Rationale: _____

Account # (registration, fees, etc.): _____

Sub Required? Yes _____ No _____ Requested in Red Rover? Yes _____ No _____

Substitute Account # : _____

Mileage _____ @ current IRS rate Total Estimate: _____

Meals _____ @ U.S. per diem rate Total Estimate: _____

Lodging _____ nights @ \$ _____ Total Estimate: _____

Registration Fee _____ Total Estimate: _____

After attending, complete a *Reimbursement Request Form* (all meal/restaurant receipts must be **itemized**), Mileage Reimbursement request form and submit proof of attendance to your office manager for Administrator's final approval.

These forms can be found on the Staff Resources page on our website.

Employee Signature: _____ Date: _____

Preliminary Review by Administrator: _____ Date: _____

Superintendent Review: _____ Date: _____