

# CONFERENCE REQUEST

NAME \_\_\_\_\_  
WORK LOCATION \_\_\_\_\_  
CONFERENCE NAME \_\_\_\_\_  
CONF. LOCATION \_\_\_\_\_  
TRANSPORTATION BY \_\_\_\_\_  
SUBSTITUTE NEEDED ON \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_  
DATE(S) \_\_\_\_\_  
CITY \_\_\_\_\_ ST \_\_\_\_\_  
LOCATION OF \_\_\_\_\_  
LESSON PLANS \_\_\_\_\_

## EXPENSES (See "CONFERENCE EXPENSES GUIDELINES")

REGISTRATION FEES

TOTAL ANTICIPATED  
\$ \_\_\_\_\_

HOTEL (# nights) \_\_\_\_\_ @ \$ \_\_\_\_\_ =

BREAKFAST \_\_\_\_\_ @ \$ \_\_\_\_\_ =

LUNCH \_\_\_\_\_ @ \$ \_\_\_\_\_ =

DINNER \_\_\_\_\_ @ \$ \_\_\_\_\_ =

PERSONAL CAR MILES \_\_\_\_\_ @ \$ \_\_\_\_\_ =

TOLLS & PARKING \_\_\_\_\_

TAXI OR CAR RENTAL \_\_\_\_\_

AIRFARE \_\_\_\_\_

OTHER EXPENSES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT CODE CHARGED \_\_\_\_ - \_\_\_\_ - \_\_\_\_

\$ \_\_\_\_\_

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(GRAND TOTAL)

ATTACH ORIGINAL & 1 COPY OF CONFERENCE REGISTRATION FORM

A CONFERENCE / TRAVEL EXPENSE FORM SHOWING ACTUAL EXPENSES MUST BE FILED WITHIN  
10 DAYS OF CONCLUSION OF CONFERENCE WITH ALL THE ORIGINAL RECEIPTS ATTACHED.

SIGNATURE

DATE

REQUESTED BY \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

APPROVED BY \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

APPROVED BY \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Distribution: Originator - ( GOLD )

Business Office - ( WHITE & YELLOW )