

PROFESSIONAL MEETING REQUEST FORM

Form must be uploaded into Frontline at the time a request for leave is submitted

Name _____

School _____ Date _____

Date(s) of meeting: _____

Location of meeting: _____

Nature of conference, professional meeting day. Briefly describe:

Estimated/Actual Expenses

Mileage _____ miles @ _____ per mile \$ _____

Plane, bus, train, and/or taxi fares \$ _____

Registration fees \$ _____

Meals \$ _____

Parking \$ _____

Lodging \$ _____

TOTAL ESTIMATED/ACTUAL EXPENSES \$ _____

Employee's Signature Date

Principal's Recommendation Date

Superintendent's Approval Date

The staff member must use the school credit card for all expenses except for meals. All meals are to be paid for personally and then an itemized receipt must be turned in for reimbursement. The applicant's signature indicates an agreement to abide by the terms in Policy 3243 and Policy 3440 and AG 3243, AG 3440A, AG 3440B, and AG 3440C.

**Under no circumstances will staff be reimbursed for alcoholic beverages.