

ATHOL-ROYALSTON REGIONAL SCHOOL DISTRICT

REQUEST FOR APPROVAL TO ATTEND A CONFERENCE, MEETING, OTHER

Name: _____ Date: _____

School: _____

Date of Conference: _____

Time of Conference: _____

Organization Sponsoring Conference: _____

Location of Conference: _____

ESTIMATE OF EXPENSES

Registration: \$_____ HAVE YOU PREREGISTERED? _____

_____ This form should have a purchase order attached if there is a registration fee. The registration form should also be attached to be mailed in with the purchase order. If no registration fee, then person attending conference or meeting must handle the registration.

Travel \$_____ (miles x .30) (after conference submit mileage log)

Total \$_____

Substitute required: Yes_____ No_____

Account to be charged: _____

_____ I have completed in full the above form and submitted registration form (if necessary) and a purchase order (if necessary). Upon completion of the conference, I will submit the mileage log and reimbursement form, along with a conference evaluation form to the Central Office.

Attendee MUST attach an agenda and/or worksheet from the conference prior to any reimbursements

Signature of Individual _____ DATE _____

Principal's Signature _____ DATE _____

Permission Granted _____

Permission Not Granted _____

Superintendent of Schools

Date