

Request to Attend an Out of District Conference

(Fill out a separate form for each person.)

Name of Staff Member: _____ Today's Date: _____

Name of Conference: _____
(Attach completed registration form.)

Brief Description of the Conference (include names of speakers, topics covered, and specifically how your attendance will benefit the River Valley School District):

Location of Conference: _____

Date(s) and Time(s) of Attendance: _____

Number of Days Involved *(Fill out a leave slip for any school days you will be absent.)*: School: _____ Non-School: _____

Please see [Policy 671.1](#) for allowable costs

_____ Miles (round trip) = \$ _____

_____ Nights Lodging at \$ _____ per night (No sales tax should be charged.) = \$ _____
(You are responsible for making your own reservation for lodging after receiving approval to attend.)

_____ Meals \$ _____

_____ Registration Fee = \$ _____

_____ Miscellaneous (Taxi, Parking, etc.) = \$ _____

Total Estimated Costs: = \$ _____

Account Number to be Charged:

Do you wish prepayment of lodging? *(If yes, attach lodging information.)* Yes: _____ No: _____
(Checks are run twice a month, just prior to the 5th and 20th.)

NOTE: If approval for attendance is granted, you will receive a signed copy of this form. When you turn in your Mileage Log and Reimbursement form, you must submit the signed copy of this form along with all itemized receipts.

Administrative Approval/Denial:	_____ Approved	_____ Denied
Reason for Denial: _____		
Principal's Signature: _____		

Mileage Log and Reimbursement forms and itemized receipts shall be turned in within 60 days of expenses being incurred or payment/reimbursement will be forfeited, per board policy 671.1.

11/14/19