

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: _____

_____ Miles (round trip) at 58.0 cents per mile (2019) = \$ _____

_____ 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 *(Board policy allows \$25.00 per day.)* = \$ _____

_____ 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 and an ~~Expense Reimbursement Claim form.~~ When you turn in your ~~Expense Reimbursement Claim form,~~ you must submit the signed copy of this form along with all itemized receipts. *Mileage Log and Reimbursement Form*

Administrative Approval/Denial: _____ Approved _____ Denied

Reason for Denial: _____

Principal's Signature: _____

07/31/19

Mileage Log and Reimbursement Forms and itemized receipts should be turned in within 60 days of expenses being incurred.

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