

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 _____ days of expenses being incurred.