

## Conference Leave Request

Date\_\_\_\_\_

Name of Conference\_\_\_\_\_

Conference Location\_\_\_\_\_

Dates\_\_\_\_\_

Purpose\_\_\_\_\_

Account to be Charged\_\_\_\_\_

Estimated Expenses\_\_\_\_\_

Teacher Signature\_\_\_\_\_

It is my understanding that only my actual expenses will be paid. (meals, lodging, transportation and registration fees)

Upon my return, I will submit an itemized statement of all my actual expenses. Only expenses accompanied by a receipt will be reimbursed.

A copy of this request should be submitted to the administration along with a program or agenda for the conference and a list of itemized expenses.

~~FF~~

Conference Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Expenses Approved \_\_\_\_\_

Approved, NO Expenses \_\_\_\_\_

\_\_\_\_\_  
Administrator