

**LAKIN USD #215**  
**Inservice Authorization Form**

Employee(s) attending \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Subject Material \_\_\_\_\_

Date(s) of Conference \_\_\_\_\_

*Please attach approved leave form.*

Indicate below the expenses to be paid by Lakin USD #215

\_\_\_\_\_ Registration -- Cost \$ \_\_\_\_\_

\_\_\_\_\_ Meals  
*(Attach completed Meal Request Form.)*

\_\_\_\_\_ Lodging

\_\_\_\_\_ Transportation  
*(Attach transportation request form.)*

\_\_\_\_\_ Substitute needed

\_\_\_\_\_ Other *(Please specify.)* \_\_\_\_\_

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Superintendent*

Once approved, you must come to the district office and see the Accounts Payable Clerk to register and for hotel reservations. If you register or make reservations on your own prior to approval, you will be responsible for payment.