

Cumberland Community Unit District # 77

Superintendent
Mr. Todd Butler
(217) 923-3132

Greenup - Jewett - Toledo

Middle School Principal
Mrs. Stacy Keyser
(217) 923-3135

High School Principal
Mr. Kevin Maynard
(217) 923-3133

1496 IL. Rt. 121
Toledo, IL 62468
Phone/Fax: (217) 923-3132

Elementary Principal
Mr. Daniel Huffman
(217) 923-3135

APPLICATION TO ATTEND SPECIAL MEETINGS OR CONFERENCES

I hereby make application to attend the Special Meeting or Conference

_____ Meeting or Conference

to be held in _____ (City)

beginning _____ and ending _____
Date Date

I understand that only those necessary expenses are reimbursable. If pre-approval is granted, file the Travel Voucher below upon you return with an itemized statement of expenses and receipts with the Administrator/Supervisor. Registration fees may be paid in advance by the District. (Attach completed pre-registration form)

Signed _____ Date _____

Pre-Approved _____ Date _____
Signature

Pre-Approved _____ Date _____
Signature

ESTIMATED EXPENSES

Dates(s) of travel _____

Destination _____

Miles round trip _____ x 58 cents per mile \$ _____

Meals (Attach Receipts) \$ _____

Lodging (Attach Receipts) \$ _____

Total estimate \$ _____

******After trip make sure you fill out an expense voucher**