

# LANCASTER COUNTY PUBLIC SCHOOLS

## “Learning Today, Leading Tomorrow”

<i>Employee Name</i>	<i>Employee Building Assignment</i>
<i>Employee's Address</i>	<i>Membership ID No. (if applicable)</i>
<i>Name Conference/Seminar or Description of Activity</i>	
<i>Location of Activity (County/City/State)</i>	<i>Date(s) of Event</i>
<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div>	
<p><i>I am requesting the School Board Office register me for the activity indicated above. Attached copy of flyer/brochure which provides the pertinent information needed to register for event.</i></p> <p><i>I am requesting the School Board Office book my hotel accommodations for this event using the information provided below.</i></p>	
<i>Name of Hotel:</i>	<i>Arrival Date:</i>
<i>Location</i>	<i>Departure Date:</i>
<i>Phone:</i>	<i>Number of Adults:</i>
<i>Additional Information:</i>	
<p><b>Employees are responsible for cancelling their own hotel reservations and registration, should plans change. Failure to do so, without adequate justification, will require that the employee reimburse the school division, either by check or payroll deduction. (Examples of adequate justification may include sudden illness supported by a doctor's note or a death in the family.)</b></p> <p><i>I understand and accept that it is my responsibility to cancel reservations made on my behalf, and that failure to do so, without adequate justification, will result in reimbursement to the school system, through either a personal check or payroll deduction. _____ (Initial)</i></p> <p><i>Signed By:</i> _____</p> <p style="text-align: center;"><i>Employee's Signature / Date</i></p>	