



Professional Conference Request



Request for Reimbursement of Conference Training Expense and Continuing Education Credit.
Approval for the conferences or training must be obtained in advance.

Send a copy to your Principal for approval.

Staff Name:	Today's Date:
Staff School:	IEIN#:
Home Address:	
Cell Number:	

Leave for Conference Date:	Substitute Needed?	Conference Location:
Conference Title/Organization:		Conference Fee:
Conference Website/Link:	Hotel Name (if needed):	Phone #:
Rationale for Attending Conference:		
Number of Nights in Hotel:		Meals are included:

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Principal:		Date:	
Title Director:		Date:	
Account Code:			