



# CLARK-PLEASANT COMMUNITY SCHOOL CORPORATION

50 Center Street • Whiteland, Indiana 46184-1698 • (317)535-7579 • FAX (317)535-4931

## CONFERENCE APPROVAL FORM

Name (print or type) \_\_\_\_\_ Bldg. Location \_\_\_\_\_ Date \_\_\_\_\_ Employee Position \_\_\_\_\_

Purpose of conference \_\_\_\_\_

Related Standards \_\_\_\_\_ Improved Plan Rationale \_\_\_\_\_

Date(s) of leave for conference \_\_\_\_\_

Estimated Expenses

Registration \_\_\_\_\_ Lodging \_\_\_\_\_ Meals \_\_\_\_\_ Travel (miles) \_\_\_\_\_ Other \_\_\_\_\_

Please explain

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

### (FOR SUPERVISOR'S USE ONLY)

Supervisor's Approval \_\_\_yes \_\_\_no Maximum Expenses Approved \$ \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Appropriation account number to be charged \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT TWO WEEKS PRIOR TO CONFERENCE.

WHEN PAYING FOR CONFERENCE BY CREDIT CARD, THIS FORM MUST BE ATTACHED TO PROPER CREDIT CARD AUTHORIZATION FORM PRIOR TO CHECKING OUT THE CREDIT CARD. NORMAL PROCEDURES FOR USING A CREDIT CARD SHOULD THEN BE FOLLOWED.

IF PAYING WITH AN ACCOUNTS PAYABLE CHECK, THIS FORM SHOULD BE ATTACHED TO THE ACCOUNTS PAYABLE CLAIM VOUCHER WITH AN INVOICE, OR RECEIPTS.

IF USING A PURCHASE ORDER TO REGISTER FOR A CONFERENCE, THE COMPLETED APPROVAL FORM MUST BE SENT TO THE ADMIN OFFICE BEFORE ENTERING A PURCHASE ORDER. PURCHASE ORDERS WILL BE HELD AT THE ADMIN. UNTIL THE APPROVAL FORM IS RECEIVED.

AN EMPLOYEE THAT DOES NOT FOLLOW PROCEDURES FOR ATTENDING A CONFERENCE, MAY BE EXPECTED TO REIMBURSE THE CORPORATION AT THEIR OWN PERSONAL EXPENSE FOR THE REGISTRATION, OR ANY EXPENSES INCURRED.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

