

PROFESSIONAL MEETINGS/CONFERENCES
APPLICATION/REIMBURSEMENT FORM

See Master Contract

Bargaining unit members requesting professional leave must submit a written request for approval. Such request will include information and documentation concerning the reason for leave, the date of the leave, the estimated cost, the purpose of the leave, and the relationship of the meeting to the member's job assignment. All applications for professional leave/conferences must be submitted at least ten (10) working days prior to the intended use of the professional leave. Requests for professional leave approved or not approved will be returned to the applicant within five (5) working days after the superintendent or his/her designee has received the application.

Name: _____ Date: _____

APPLICATION FOR PROFESSIONAL CONFERENCE/MEETINGS:

Name of Conference/Meeting: _____

Location of Meeting: _____

Date(s) of Meeting: _____

REASON/RELATIONSHIP OF CONFERENCE/MEETING TO JOB ASSIGNMENT:

COSTS: Receipts for hotel bills, motel bills, toll charges, plane or train fares, transportation, registration fees, and other approved expenses for the professional trip must accompany this application/reimbursement form after the conference/meeting experience before reimbursement will be processed.

EXPENSES	ESTIMATE	ACTUAL
Registration	_____	_____
Meals	_____	_____
Lodging	_____	_____
Transportation	_____	_____
Miscellaneous (Explain)	_____	_____
_____	_____	_____
Total:	_____	_____

Signature denotes approval unless otherwise stated.

Principal Signature: _____ Date: _____

Superintendent Signature _____ Date: _____

Reason for denial: _____

-- use back of form for conference report --

CONFERENCE REPORT FORM

Upon completion of conference/meeting, the application/reimbursement form must be completed and submitted in accordance with the master contract.

Teacher Signature: _____

Date: _____