

APPLICATION FOR PROFESSIONAL MEETING

Application Date _____

Name _____ Building _____ Fund _____

Purpose of Trip _____ Location _____

Dates of Attendance _____

	<u>ESTIMATE</u>	<u>ACTUAL</u>
Transportation (miles & rate)	_____	_____
Lodging	_____	_____
Meals	_____	_____
Local Transportation	_____	_____
Registration Fee	_____	_____
Miscellaneous	_____	_____
TOTAL	_____	_____

Recommendation by Principal _____

Substitute needed _____

Approval Superintendent _____

Approval Treasurer _____

- a. Meal reimbursement limited to five days, not to exceed \$20.00 per day for three meals unless approved by the Superintendent.
- b. Submit this application with actual bills (not credit card receipts) to your immediate supervisor.
- c. Applications for meetings out of the State must be approved by the Board of Education.
- d. Request must be approved by the principal and/or immediate supervisor and accompanied by a requisition if reimbursement is requested.