

**You must have all boxes checked and information collected before sending to the Education Center.**

Blue Conference Request Form

Hotel Registration

Transportation Request Form

Conference Registration

ALL Purchase Orders

**REQUEST TO ATTEND CONFERENCE OR VISITATION**

Name: \_\_\_\_\_

Conference/Visitation: \_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

**REQUEST REIMBURSEMENT FOR THE FOLLOWING:**

(Receipts for **ALL** expenses must be provided and a purchase order submitted upon returning)

REGISTRATION: \_\_\_\_\_ \$ \_\_\_\_\_  
(Membership fee not included)

MEAL ALLOWANCE:  
No. of Meals

Breakfast: \_\_\_\_\_ @ \$8.00 each \$ \_\_\_\_\_  
Noon Lunch: \_\_\_\_\_ @ \$9.00 each \$ \_\_\_\_\_  
Evening Meal: \_\_\_\_\_ @ \$17.00 each \$ \_\_\_\_\_

LODGING:  
(Based on motel/hotel receipt)

TRANSPORTATION:  
 School-Owned Vehicle\*  
 Air Travel

How will conference benefit district? \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Employee

.....  
 IDP Approved  Disapproved

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Building Principal

Approved  Disapproved

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Superintendent