

# SCHALMONT CENTRAL SCHOOL DISTRICT

## Conference Request Form

This conference request form should be filled out and submitted to your building principal. Please do not submit this form until you are sure of your intentions to attend. If your request is approved, this form and an expense voucher will be returned to you. The expense voucher and receipts must be submitted to Wendy Dixon at the District Office no later than 45 days after

Name \_\_\_\_\_ Building \_\_\_\_\_

Conference Title \_\_\_\_\_

Conference Location \_\_\_\_\_

Conference Date(s) \_\_\_\_\_

### ESTIMATED EXPENSES:

Registration \_\_\_\_\_

Food \_\_\_\_\_

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_ @ .58.5¢/mile

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

### Amount Approved:

\$250 (one day conference maximum) \_\_\_\_\_

\$500 (two day conference maximum) \_\_\_\_\_

\$750 (three day conference maximum) \_\_\_\_\_

**Note:** Please attach copy of conference information and conference registration form

- \* White Copy - Teacher (To be returned with expense voucher)
- \* Yellow Copy - Superintendent of Schools
- \* Pink Copy - Building Principal