

- CERTIFIED PERSONNEL -**Professional Meeting Request**Employee's Name Robert Rouse Date of Request 2/28/17

School/Location _____

Name of Conference/Workshop KASBO Spring ConferenceDate(s) of Workshop 4/26-28/17 Time(s) of Workshop _____Rationale for Attendance: Update on Director of Finance functions to meet 42 hour biennium
EILA credit requirement**ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?** ☒ YES ☐ NOHas the credit been approved by the Professional Development Coordinator/Committee? ☐ Yes ☐ No**ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?** ☒ YES ☐ NOHas the credit been approved by Superintendent/designee? ☐ Yes ☐ No**WILL YOU BE PARTICIPATING AS A CONSULTANT?** ☐ YES ☒ NOIf yes, will you be paid for your services? ☐ Yes ☐ No**HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES?** __________
_____*Superintendent/designee's Signature**Date*

* PERSONNEL REQUESTING APPROVAL FOR ATTENDANCE AT PROFESSIONAL MEETINGS THAT REQUIRE EXPENSE REIMBURSEMENT MUST COMPLETE THE TRAVEL REQUEST FORM, 03.125 AP.21 AND SUBMIT THE COMPLETED FORM TO THE SUPERINTENDENT/DESIGNEE FOR APPROVAL PRIOR TO ATTENDANCE/REGISTRATION.

* AFTER ATTENDING PROFESSIONAL MEETINGS, PERSONNEL MUST COMPLETE THE TRAVEL EXPENSE VOUCHER, 03.125 AP.22 AND SUBMIT THE COMPLETED VOUCHER AND ALL REQUIRED RECEIPTS TO THE SUPERINTENDENT/DESIGNEE FOR REIMBURSEMENT OF EXPENSES.

RELATED PROCEDURES:

03.125 AP.21, 03.125 AP.22

Review/Revised:7/11/13