

**Professional Meeting and/or Travel Request Form**Employee Name: **Daniel Murphy**

Today's

Date: **9/11/17**School/Work Location: **LCHS**Location of Conference/Workshop: **Hyatt**Out of District- **Yes**Out of State- **NO**City, State Location of Conference/Workshop: **Lexington, KY**

(Requires Board Approval)

Conference/Workshop Date(s): **9/19/17-9/20/17**

Departure Time:

Return Time:

Conference/Workshop Name: **New AD****Training and KHSAA Delegate Meeting**

Rationale for Attendance: To gain knowledge concerning the athletic director position.

Other District Employees Attending Conference/Workshop (Please list name, school/work location and position)

Employee Name:

Location/Position:

Employee Name:

Location/Position:

Employee Name:

Location/Position:

Employee Name:

Location/Position:

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?

Yes

**No**

Credit must be approved by the SBDM and/or Professional Development Coordinator

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?

**Yes**

No

WILL YOU BE PARTICIPATING AS A CONSULTANT?

Yes

**No**

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES? Coaches and administration meetings

**ESTIMATED EXPENSES:**

Substitute Needed:

YES or NO

No. of Days

Method of Payment:

Registration Fee: \$0

Method of Payment:

Use of Board Vehicle:

**YES** or NO

Method of Payment:

Use of Personal Vehicle:

YES or **NO**

Method of Payment:

Mileage \$

No. of Miles

Hotel/Lodging (amount per night)

**\$200**

How many nights- 1

Method of Payment:

Meals **\$50**

Method of Payment:

Car Rental (amount per day) \$0

How many days

Method of Payment:

Air Fair \$0

Method of Payment:

**ADDITIONAL INSTRUCTIONS:**

\* Itemized receipts are required for all expenditures. Receipts for expenses must come from the place of business making the charge.

Signature of Applicant Daniel MurphyDate 9/13/17

Signature of Principal/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Signature of Superintendent/Designee (If Necessary) \_\_\_\_\_

Date \_\_\_\_\_

Review/Revised: 7/11/2016