

Professional Meeting and/or Travel Request FormToday's Date: 10/5/17Employee Name: Amy RangelSchool/Work Location: Central OfficeLocation of Conference/Workshop: Maum, KY Out of District ☒(Requires Board Approval)
Departure Time: 9:00 amReturn Time: after courtCity, State Location of Conference/Workshop: Maum, KYConference/Workshop Date(s): 10/6/17Conference/Workshop Name: Christian District CourtRationale for Attendance: Testify in a case on a student

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:

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?

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

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?

WILL YOU BE PARTICIPATING AS A CONSULTANT?

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES?

ESTIMATED EXPENSES:

Substitute Needed:

YES or ☒ NO No. of Days

Registration Fee: \$

☒ YES or NO

Use of Board Vehicle:

YES or NO

Use of Personal Vehicle:

YES or NO

Mileage \$

N/A

No. of Miles

Hotel/Lodging (amount per night) \$

How many nights

Meals \$

N/A

Car Rental (amount per day) \$

How many days

Air Fair \$

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

[Signature]

Date

10/5/17

Signature of Principal/Supervisor

[Signature]

Date

Signature of Superintendent/Designee (If Necessary)

[Signature]

Date

Review/Revised: 7/11/2016