Professional Meeting and/or Travel Request Form

Today's Date: 10/25/17

Employee Name: Michele Venable

School/Work Location: LCHS

Location of Conference/Workshop: Nashville, TN (Out of District)

City, State Location of Conference/Workshop: Nashville, Tennessee at Omni Hotel (Out of State) (Requires Board Approval)

Conference/Workshop Date(s): Nov, 17-18   Departure Time: 6:30 am 11/17   Return Time: 10:00 am 11/18 Estimate 10:00 on 11/18

Conference/Workshop Name: ACTFL (American Council on Teaching Foreign Language) Conference

Rationale for Attendance: Learn Second Language teaching strategies

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 Approved by _____
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?

ESTIMATED EXPENSES:

Substitute Needed:	YES or (NO)	No. of Days		
Registration Fee:	$			
Use of Board Vehicle:	YES or NO			
Use of Personal Vehicle:	(YES) or NO			
Mileage @ 41¢ per mile	$ 111.52	No. of Miles 272.4 miles round trip		
Hotel/Lodging (amount per night)	$260.69 How many nights 1		Method of Payment:	
Meals	$ 30.00 for 4 meals		Method of Payment:	
Car Rental (amount per day)	$ How many days		Method of Payment:	
Air Fair	$		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 _Michele Venable_   Date 10/25/17

Signature of Principal/Supervisor _____   Date 10/25/17

Signature of Superintendent/Designee (If Necessary) _____   Date _____

Review/Revised: 7/11/2016