

PERSONNEL

03.125 AP.21

Professional Meeting and/or Travel Request Form

Employee Name:

JILL DUNCAN

Today's Date: 11/17/17

School/Work Location:

CENTRAL OFFICE/FINANCE

Location of Conference/Workshop:

Out of District

X

Out of State

City, State Location of Conference/Workshop:

EDDYVILLE

(Requires Board Approval)

Conference/Workshop Date(s):

11/20/17

Departure Time: 7:45 AM

Return Time: 12:45 PM

Conference/Workshop Name:

DISTRICT FINANCE OFFICER MEETING

Rationale for Attendance:

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?

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 \$

No. of Miles

Hotel/Lodging (amount per night) \$

How many nights

Meals \$

Car Rental (amount per day) \$

How many days

Air Fair \$

Method of Payment:

Method of Payment:

Method of Payment:

Method of Payment:

Method of Payment:

Method of Payment:

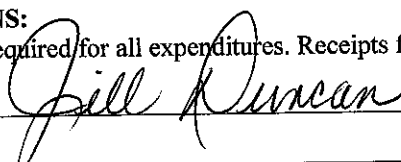
Method of Payment:

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



Date

11/17/17

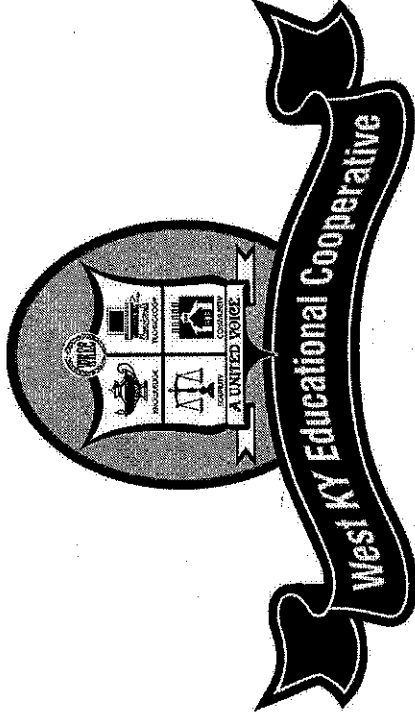
Signature of Principal/Supervisor

Date

Signature of Superintendent/Designee (If Necessary)

Date

Review/Revised: 7/11/2016



**201 Hogancamp General Services Building
Murray State University
Murray, KY 42071-3368**

District Finance Officer Meeting

West Kentucky Educational Cooperative Conference Center, 20 Outlet Avenue,
Eddyville, KY

Monday, November 20, 2017- 8:30 A.M.

Agenda

- 8:30 A.M. Welcome and Comments- John C. Settle, Sean Caldwell, WKEC
- 8:45 A.M. An Overview of the Process for Facility Planning and Financing- Mark Rawlings, Vice President and Public Finance Officer, Hilliard Lyons, Inc and Grover (Butch) Canty, District Facility Planning Expert, Hilliard Lyon, Inc
- 9:50 A.M. Refreshment Break
- 10:00 A.M. Records Retention Policy and Procedures – Kentucky Department for Libraries and Archives - Trace Kirkwood and David Kirkpatrick
- 11:30 A.M. Best Practices Roundtable
- Addressing budget reductions; increasing district efficiency
 - Pension reforms: What do we know? Impact on school districts. Addressing employee questions.
 - Review KASBO Fall Conference 2017

Noon Closing

From the office of
John C. Settle, Ed.D.
Executive Director