

PERSONNEL

03.125 AP.21

Professional Meeting and/or Travel Request FormToday's Date: **February 26, 2018**Employee Name: **Mary Dunning**School/Work Location: **Livingston County School District**

Location of Conference/Workshop:

Out of DistrictCity, State Location of Conference/Workshop: **Louisville, KY/Galt House**Out of State
(Requires Board Approval)
Departure Time: **TBD**Conference/Workshop Date(s): **May 7 - 11, 2018**Return Time: **TBD**Conference/Workshop Name: **KASBO Conference**Rationale for Attendance: **School Business Conference**

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

Employee Name:

Employee Name:

Employee Name:

Employee Name:

Location/Position:

Location/Position:

Location/Position:

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? **Train-the-trainer**

Yes

Location/Position:

No

Yes

Location/Position:

No**ESTIMATED EXPENSES:**

Substitute Needed:

YES or NO

No. of Days

Registration Fee:

\$ **535.00**YES or NO

Method of Payment:

Use of Board Vehicle:

YES or NO

Method of Payment:

Use of Personal Vehicle:

YES or NO

Method of Payment:

Mileage

\$ **180.00**

No. of Miles

430

Hotel/Lodging (amount per night)

\$ **550.00** How many nights **3**

Method of Payment:

Meals

\$ **100**

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 Mary DunningDate 2-26-18

Signature of Principal/Supervisor _____

Date _____

Signature of Superintendent/Designee (If Necessary) _____

Date _____

Review/Revised: 7/11/2016