

Professional Meeting and/or Travel Request FormEmployee Name: **Mary Dunning**Today's Date: **July 16, 2018**School/Work Location: **Livingston County Schools**Location of Conference/Workshop: **TBD****Out of District**City, State Location of Conference/Workshop: **Paducah, KY**Conference/Workshop Date(s): **July 31, 2018**Conference/Workshop Name: **2018 KASBO Regional Training**Rationale for Attendance: **Finance**Out of State
(Requires Board Approval)Departure Time: **8 AM**Return Time: **3:30 PM**

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

Employee Name: **Jill Duncan**

Employee Name:

Employee Name:

Employee Name:

Location/Position: **Livingston County Schools/Accounting Supervisor**

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**

No

Yes

No

Yes

No**ESTIMATED EXPENSES:**Substitute Needed: YES or **NO** No. of DaysRegistration Fee: \$ **200.00**

Use of Board Vehicle: YES or NO

Use of Personal Vehicle: **YES** or NOMileage \$ **22.00** No. of Miles **50**

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: **0011080 0338**

Method of Payment:

Method of Payment: **0011080 0581**

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 *Mary Dunning*Date **7/16/2018**

Signature of Principal/Supervisor _____

Date _____

Signature of Superintendent/Designee (If Necessary) *Vicky Rung*Date **7/16/2018**

Review/Revised: 7/11/2016