

Professional Meeting and/or Travel Request FormEmployee Name: **Malinda Jones**

Today's Date: July 17, 2018

School/Work Location: Livingston Central High School

Location of Conference/Workshop: EKU

Out of District

City, State Location of Conference/Workshop: Richmond, KY

Conference/Workshop Date(s): August 6, 2018

Conference/Workshop Name: Cayen Training

Rationale for Attendance: 21st CCLC

Out of State
(Requires Board Approval)

Departure Time: TBD

Return Time: TBD

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

Employee Name: Jessie Smith

Employee Name:

Employee Name:

Employee Name:

Location/Position: LCMS/Opportunity Zone Site Coordinator

Location/Position:

Location/Position:

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? Train-the-trainer

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 \$ 525

No. of Miles 1200 (2 vehicles)

Hotel/Lodging (amount per night) \$ 300

How many nights 1 (2 rooms)

Meals \$ 70

Car Rental (amount per day) \$

How many days

Air Fair \$

Method of Payment:

Method of Payment:

Method of Payment:

Method of Payment: 21st CCLC Grant Funds

Method of Payment: 21st CCLC Grant Funds

Method of Payment: 21st CCLC Grant Funds

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 Malinda JonesDate 7/17/2018Signature of Principal/Supervisor Mary DunningDate 7/17/2018

Signature of Superintendent/Designee (If Necessary) _____

Date _____

Review/Revised: 7/11/2016