

PERSONNEL

03.125 AP.21

**Professional Meeting and/or Travel Request Form**

Employee Name:

Kristie Smith

Today's Date: 8/27/18

School/Work Location:

Livingston Central HS

Location of Conference/Workshop: Marshall CO BOE

Out of District

Out of State

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

(Requires Board Approval)

Conference/Workshop Date(s): Monday - October 22, 2018

Departure Time: 8:00 AM

Return Time: 4:00 PM

Conference/Workshop Name:

School Activity Fund / Redbook Training Session

Rationale for Attendance:

Accounting Procedures for Redbook Policies

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

Employee Name: Mrs. Stephanie Wood

Employee Name:

Livingston Central HS / Principal

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? Understanding Redbook policy and procedures.

**ESTIMATED EXPENSES:**

Substitute Needed: YES or ☒ NO No. of Days

Method of Payment:

Registration Fee: \$129.00 per participant

Method of Payment:

Use of Board Vehicle: YES or ☒ NO

Method of Payment:

Use of Personal Vehicle: ☒ YES or NO No. of Miles

Method of Payment:

Hotel/Lodging (amount per night) \$ How many nights

Method of Payment:

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

*Kristie Smith*

Date

8-29-18

Signature of Principal/Supervisor

*Stephanie Wood*

Date

Signature of Superintendent/Designee (If Necessary)

Date

Review/Revised: 7/11/2016