

Cotter Public Schools
P. O. Box 70
Cotter, Arkansas 72626

REQUEST TO ATTEND AN EDUCATIONAL CONFERENCE

I am requesting approval to attend the conference indicated below with expenses reimbursed by the School Board.

Employee Name _____

Name of Conference _____

Place _____ Date _____

Dates substitute required _____

Estimate of Expenses

Travel _____ per mile X _____ miles = _____

Lodging _____ days X _____ per day = _____

Meals (not to exceed _____ per day) = _____

Other Expenses – Itemize

_____ = _____

_____ = _____

_____ = _____

TOTAL COST = _____

Submit all travel bills if by common carrier, hotel bills, meal receipts, registration fee receipts, rental car receipts, etc. with request for reimbursement.

_____ date

Signature of Participant

_____ date

Signature of Immediate Supervisor
(Approved) (Disapproved)

_____ date

Signature of Superintendent
(required if total cost exceeds \$300.00)
(Approved) (Disapproved)

- NOTE:
1. This form is to be submitted to your Immediate Supervisor.
 2. Request must be submitted at least three weeks prior to the conference.
 3. Please attach a copy of the conference schedule with request.
 4. Actual expenses will not be approved in excess of this estimate except in unusual circumstances
 5. If more than one person is attending the same conference, travel will be approved with the assumption that travel will be shared.
 6. For further information on travel reimbursement consult your faculty handbook.

white copy – participant

yellow copy – principal

pink Copy – central office