

**Rensselaer City School District
Request for Approval of Conference Attendance**

Please submit all forms to your building principal at least **thirty (30) days prior** to the conference date.

Staff Name: _____

Staff Title and Position: _____

Title of Conference: _____

Conference Location: _____ Conference Date(s): _____

Reason for Conference Request: _____

Conference Registration Fee: \$_____ (enter \$0 if no cost to register)

I hereby request approval for attendance at the conference described above, and estimate my expenses on the reverse side of this form.

Date

Staff Signature

ADMINISTRATIVE REVIEW

Number of days substitute required: _____ Budget Code Substitute charged to: _____

Comments by Principal: _____

APPROVED _____ NOT APPROVED _____ MODIFY REQUEST

Within three (3) school days, the original request must be forwarded to the Superintendent.

Date

Principal Signature

APPROVED NOT APPROVED MODIFY REQUEST

A copy of this request, approved or disapproved by the Superintendent, will be emailed to the teacher, principal, administrative assistant and business office.

Date

Superintendent Signature

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ESTIMATED EXPENSES

TRANSPORTATION

- Public Transportation (check one):

_____ Bus _____ Train _____ Airplane
(Tickets must be arranged with Business Office.)

Total Cost of Public Transportation Ticket: \$ _____

- Personal Vehicle:

Name and Address of Destination:

Estimated Total Miles Per Day: _____

Total Cost of Mileage @ 65.5 cents per mile: \$ _____

Lodging and Meals (Receipts Required)

GSA Rates Apply

Lodging \$ _____
(Must be arranged with Business Office)

Meals: \$ _____

Other: (Tolls, Parking, Taxi Fares, Uber, etc. - Attach all original receipts) \$ _____

TOTAL ESTIMATED EXPENSES: \$ _____

* Traveler is responsible for procuring a tax exemption certificate in advance, if necessary.

** **YOU are responsible for your own registration and for submitting a post-conference expense claim for reimbursement. Attach approved conference request form with reimbursement request form and original receipts.**