

TEACHER WORKSHOP/CONFERENCE REQUEST

When this request is complete, return it to the building principal.
All expenses related to this workshop/conference will be charged against:

Your name _____

Today's date _____ Dates of the
conference: _____

Date you will not be at
school _____

Name of the
conference/workshop _____

Location of the
event _____

Total planned cost of the
event _____

- a. Substitute
- b. Meals
- c. Lodging
- d. Registration
- e. Transportation
- f. Other

Please provide the following information upon completion of your event.

- a. Receipts for meals, lodging, registration and other expenses related to the conference/workshop. Without these receipts, the district can not legally pay the charges.

Building Administrator

District Administrator

Teacher