

MUSKEGO-NORWAY SCHOOL DISTRICT

APPLICATION FOR ATTENDANCE AT EDUCATIONAL CONFERENCES

(Must be filed with principal at least ten (10) days prior to the date of the conference)

Policy No. 3243 gives guidelines for attendance at conferences and conventions. This policy will be administered exactly as written for those wishing any amount of reimbursement. The blank below should be completed as part of the procedure. Consideration will be given for members of the staff to attend local conferences with no provisions for expenses beyond released time as an exception to the above policy. **Submit this form intact for pre-approval - do not detach any pages.**

Name _____ Date Request Submitted _____

School _____ Assignment _____

Name of Conference _____

Where Held _____ Dates of Conference _____

Description of Conference _____

Describe educational advantage that will accrue to the district _____

Is the conference being conducted during work time? Yes No

Expenses Requested: \$ _____ Conference Fee **Substitute Required**

\$ _____ Transportation Yes No

\$ _____ Lodging **Time: From: _____ To: _____**

\$ _____ Meals

\$ _____ Any expense prepaid by district (i.e., group registration)

List: _____

\$ _____ **Total**

APPROVED:

Date _____

For Maximum of \$ _____

Account Number _____

Administrator _____

Superintendent _____

Remarks _____

DISAPPROVED:

Date _____

Administrator _____

Superintendent _____

Remarks _____

Submit this form intact for pre-approval - do not detach any pages.

After processing, one copy will be kept in school file. One copy will be returned to staff member. The white copy must be submitted with claim for expense payment. It is the staff member's responsibility to notify the substitute service of absence. See reverse side for complete instructions.

CLAIMS FOR REIMBURSEMENT OF APPROVED EXPENSES FOR WORKSHOPS OR CLINICS WILL BE PROCESSED ONLY AFTER ALL STEPS BELOW HAVE BEEN COMPLETED.

1. Complete "Expense Claim" itemizing expenses.
 2. Attach approved conference application form.
 3. Attach receipts in substantiation of expenses.
 4. Attach written report which should meet the following criteria:
 - a. Indicate title of conference, location, dates attended, names of authorities or specialists involved and your name and date submitted;
 - b. Give a succinct summary of the most salient contributions to your field of assignment or interest made by the contributors to the workshop;
 - c. List ways in which you intend to implement suggestions or ideas which you may have drawn from such experience, if any.
 5. Submit expense claim with all attachments to your unit administrator for processing.
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FOR OFFICE USE:

Conference Report will be kept by unit administrator.

After approval by unit administrator, expense claim, with attachments is to be forwarded to Educational Services Center for payment