

VINELAND SCHOOL DISTRICT
CONFERENCE/MEETING/WORKSHOP REQUEST

PROFESSIONAL CONFERENCE/MEETING/WORKSHOP INSTRUCTIONS

To apply for approval, fill in all information except the "Amount Spent" column. Have your principal or supervisor approve and sign where indicated, and submit your request to the Superintendent.

You will receive a letter from the Superintendent OR Designee indicating whether your request has been approved or denied. If an advance is needed, please specify the amount and date needed. **The Business Office must be notified at least thirty (30) days prior to an advance being issued.**

Within ten (10) days of your return, total your receipts by category (food, lodging, registration, etc.) and place those totals in the "Amount Spent" column. Attach original receipts to one (1) copy of the request form and return to the Business Office. If an advance was issued, send a check made out to Woodland Hills School District for any unused monies.

The School Code requires receipts for all items where receipts can be obtained, such as registration, tolls, transportation, lodging, meals, parking, etc.

YOU MUST SUBMIT ORIGINAL ITEMIZED RECEIPTS TO RECEIVE REIMBURSEMENT. CREDIT CARD RECEIPTS WILL NOT BE ACCEPTED.

**VINELAND SCHOOL DISTRICT
CONFERENCE/MEETING/WORKSHOP REQUEST**

COMPLETE BOTH PAGES

PLEASE PRINT

Name: _____

School/Department: _____

Conference/Meeting/Workshop: _____

Date(s): _____ Location: _____

A substitute/class coverage _____ will be required
 _____ will not be required

No. of work days involved _____ (Maximum 5)

No. of work hours involved _____ (Maximum 7)

Substitute/coverage will be paid from ASN# _____

	Amount Requested	Amount Spent
Transportation: ___ Auto: *Total miles @ .585 ___ Airplane ___ Train Attach Map of Mileage from home building.		
Lodging _____ Nights @ _____ per night		
Meals: No. of _____ Breakfast(s) _____ Lunch(es) _____ Dinner(s)		
Registration:		
Parking:		
Tolls:		
Supplemental Hours: _____ hrs x \$40/hr		

TOTAL COST _____

Advance Needed (check): No Yes **(Advances must be requested at least 30 days prior to event.)**

Amount of advance _____. Date advance needed: _____. No advance provided if expense is under \$25.

Expenses for conference, meeting, workshop should be charged to: (COMPLETED BY BUSINESS OFFICE)

ACCOUNT STRING# _____

_____ Recommended _____ Rejected _____ Administrator/Supervisor Signature _____ Date	_____ Recommended _____ Rejected _____ Superintendent/Designee Signature _____ Date
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OVER

VINELAND SCHOOL DISTRICT
CONFERENCE/MEETING/WORKSHOP REQUEST

PLEASE PRINT

Name: _____

School/Building: _____

Conference/Meeting/Workshop: _____

Date(s): _____

At the Principal/supervisor's or District's request, I understand that approval of this request may require me to share the information received at this conference with staff.

How is this conference/meeting/workshop going to enhance your knowledge to increase student achievement or enhance the District's programs of services?

How will you share information gained from this experience with your colleagues?

Signature

Date