

# Request to Attend Professional Meeting/Conference Form

## ORIGINATOR INSTRUCTIONS:

1. Complete all sections. Save form using the following format: Last Name, Date of Conference (Smith 042512).
2. Forward saved file **VIA EMAIL** to your principal/supervisor requesting approval.

**NOTE:** This request must be submitted for approval **two weeks prior** to the date of conference (**one month prior to the date if overnight accommodations are required**). Failure to complete or submit this form on a timely basis may result in the denial of this request.

**Today's Date:** 8/30/13  
**Employee Name:** Jason Knisely  
**Home School:** Adlai Stevenson

**Name of Conference:** PAESSP Lessons in Leadership, Assessing Instruction  
**Date of Conference:** Oct. 27-29, 2013  
**Location of Conference:** Penn State Conference Center, State College, PA  
**Substitute Required:**  Yes  No

**Applicable Expense Account Number:** \_\_\_\_\_  
**Estimated Expenses:** Total \$725- \$275 registration, \$150 Mileage, \$300

**Note:** Estimated Expenses include mileage, registration fees, hotel and meal expenses, etc.

If expenses are needed prior to the meeting, please fill out a "Voucher Warrant" requesting an "Advance". "Voucher Warrant" form can be found on the District Website under Employee Forms.

## APPROVAL INSTRUCTIONS:

1. Place X in appropriate approval box, enter your name and today's date in the space provided, save file.
2. Forward saved file via email to the next administrator. Please forward in the following order:

1. **Principal/Supervisor Approval:**  Yes Jason Knisely 8/30/13  
 No Principal/Supervisor - Name & Date

2. **Assistant Superintendent:**  Yes \_\_\_\_\_  
 No Assistant Superintendent - Name & Date

3. **Superintendent:**  Yes \_\_\_\_\_  
 No Superintendent - Name & Date

4. **Board Secretary:** \_\_\_\_\_  
Board Secretary - Name & Date