

# Conference Attendance Request Form



Please complete and submit to your Supervisor or for Trustees,  
the Chair prior to registration and payment

**Name:**

<b>Upcoming Conference</b>	Date (s) of Conference:	
	Name/Description of Conference:	Location: _____ If out of province or out of country, please forward this request to the Director's office for authorization.
	Explain how this conference is related to your role in Upper Canada:	
	Budget to be charged:	
	Estimate of Expenses:	Registration Fee: \$ _____ Travel \$ _____ Accommodation/Meals: \$ _____ <b>TOTAL:</b> \$ _____
<b>Last Conference</b>	Title of Last Conference attended:	
	Location:	Date(s): Cost: \$
	A report was made to committee or supervisor: [ ] Yes [ ] No	

<b>Advance Request</b>	as per Procedure 445.1, section 1 – General, paragraph 1.4	Total Advance Requested: \$ _____ [ ] Approved [ ] Not approved
	Date required: _____ Charge to Budget _____ (maximum of two weeks prior to conference)	<b><u>Director's Signature:</u></b> _____
<b>Approval</b>	<b>Applicant's Signature:</b> _____	<b>APPROVAL BY:</b> _____
		Conference [ ] Approved [ ] Not approved Advance [ ] Approved [ ] Not approved
	<b>Supervisor's Name:</b> _____	<b>Supervisor/Chair Signature:</b> _____
	<b>Date:</b> _____	<b>Date:</b> _____