

BARNSTABLE PUBLIC SCHOOLS
REQUEST FOR CONFERENCE/WORKSHOP

Part A: Prior approval is needed for attendance and expense reimbursement. Attach a copy of conference flyer or brochure to this form.

Name: _____ Date: _____ School: _____

Position: _____ BTA _____ PARA _____ BAO _____ Conference Title: _____

Provider: _____ Dates of Conference: _____ Location: _____

Registration Fee: _____ Is Substitute Required? Yes _____ No _____ If yes, cost of substitute _____ days X \$ _____ per day= \$ _____

Anticipated Amount of Related Expenses: Mileage \$ _____

Lodging \$ _____ Name of Hotel _____

Meals (Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____)

Total Expense Request (registration, related expenses, substitute) \$ _____

Part B: SIGNATURES AND BUDGET CODE MUST BE OBTAINED PRIOR TO THE CONFERENCE/WORKSHOP

Applicant's signature _____ Date _____

Principal /Supervisor _____ Date _____

Assistant Superintendent _____ Date _____

Budget Code _____

Part C : UPON COMPLETION OF CONFERENCE FORWARD THE FOLLOWING TO PRINCIPAL/SUPERVISOR

- A. ITEMIZED ORIGINAL RECEIPTS FOR ANY PRE-APPROVED RELATED EXPENSES (MEALS/LODGING/MILEAGE VERIFICATION FROM GOOGLE)
- B. COPY OF THE CONFERENCE REPORT
- C. THIS FORM

Part D : Reimbursement - To Be Completed by Principal/Supervisor

Amount requested \$ _____ Amount approved \$ _____

Approved by _____

Date: _____