

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

004-BOG-3. REQUEST FOR CONFERENCE ATTENDANCE

Any Board member who wishes to attend a conference or workshop must seek Board approval during the Professional Development Opportunities portion of the Board meeting. After approval from the Board, the Board Secretary will complete the conference attendance form.

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Name: _____
(Please Print)

Address: _____

Name of Conference: _____

Location of
Conference: _____

Date(s) of
Conference: _____

Estimated Costs:

Registration Fee: \$ _____
(Copy of registration information must be attached.)

Room: \$ _____

Meals: \$ _____

Travel: (Specify type: auto, plane, etc.) \$ _____

Other: (Specify) \$ _____

TOTAL \$ _____

Requester's Signature: _____ Date: _____

Superintendent's (or designee's) Signature: _____

Budget Code Required: _____

If you are requesting reimbursement for expenses, a Travel and Expense Report form must be completed. The form along with original receipts should be sent to the designated Purchasing Agent. Reimbursement cannot be made without receipts. If you have any questions with the procedure, please see the Board Secretary.

Board Action

Approved _____ Rejected _____ Date _____

Board President's Signature: _____