

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

331-AR-2. REQUEST FOR CONFERENCE ATTENDANCE FORM

Employee Name: _____
(Please Print)

Building: _____

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 \$ _____

Employee's Signature: _____ Date: _____

Principal's or Supervisor'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 Business Office. Reimbursement cannot be made without receipts. If you have any questions with the procedure, please refer to <https://comet.pennmanor.net/form/conreq.html>.



Superintendent's Action

Approved _____* Rejected _____ Date _____

Superintendent's Signature: _____



* After approval of the conference follow procedures for securing a substitute (if applicable).