

GM General McLane School District

CONFERENCE/WORKSHOP REQUEST FORM

To be included in the Board of Education agenda, this form must be completed and forwarded to the Board Secretary two weeks prior to the regular monthly meeting (3rd Wednesday of each month).

Person Requesting _____

Building Assigned _____

Date of Application _____ Date(s) of Desired Attendance _____

Organization Sponsoring Conference/Workshop _____

Location of Workshop _____

Description of Program Content _____

Professional Benefits Expected From Attendance _____

Will a substitute be required?

Yes Number of Days _____

No

Signature _____

Please attach estimated expenses including registration fees, lodging, mileage and meals. Reimbursement is limited to maximum federal per diem rates per IRS Publication 1542 (www.gsa.gov) and may be further limited to \$175.00 per GMEA agreement.
If you do not attend the conference, please notify the board office immediately.

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|-----------------|----------|---|---|
| Office Use Only | 1 | PRINCIPAL _____ Date _____ <input type="checkbox"/> Approved (Signature) _____ <input type="checkbox"/> Denied (Signature) _____ | <input type="checkbox"/> Contract <input type="checkbox"/> Discretionary (Attach Expense Form) <input type="checkbox"/> Federal Funds (Attach Expense Form) |
| | 2 | CURRICULUM COORDINATOR _____ Date _____ <input type="checkbox"/> Approved (Signature) _____ <input type="checkbox"/> Denied (Signature) _____ | |
| | 3 | BUSINESS MANAGER <input type="checkbox"/> Funds Available Account # _____ | |
| | 4 | SUPERINTENDENT _____ Date _____ <input type="checkbox"/> Approved (Signature) _____ <input type="checkbox"/> Denied (Signature) _____ | |
| | 5 | BOARD OF EDUCATION ACTION Date _____ <input type="checkbox"/> Approved (Signature) _____ <input type="checkbox"/> Denied (Signature) _____ Reason for Denial _____ | |