



## CONFERENCE ATTENDANCE REQUEST

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Additional Staff Attending \_\_\_\_\_

Conference Name \_\_\_\_\_

Conference Date \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_

Conference Location \_\_\_\_\_

Conference Registration Deadline \_\_\_\_\_

Hotel Accommodations Needed  Yes  No

Number of Nights \_\_\_\_\_ Check In Date \_\_\_\_\_ Check Out Date \_\_\_\_\_

Hotel \_\_\_\_\_

Conference Rate Deadline \_\_\_\_\_ Daily Rate \$ \_\_\_\_\_

If a district vehicle is needed, submit your request to the transportation department. Upon returning, the hotel Folio must be submitted to the District Office in order to process for payment. **Original Itemized meal receipts** must be submitted for reimbursement.

Be sure to attach two (2) requisition requests, 1 for the conference and 1 for the hotel. **Always attach a copy of the conference flyer.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Coordinator/Department Head

\_\_\_\_\_  
Date

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District Office Use Only

Conference Registration Completed on \_\_\_\_\_

P.O.# \_\_\_\_\_

Hotel Accommodation Completed on \_\_\_\_\_

P.O.# \_\_\_\_\_