

NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT

APPLICATION  
PROFESSIONAL MEETING OR CONFERENCE

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Building or Department \_\_\_\_\_

Nature of Professional Meeting or Conference \_\_\_\_\_

Date(s) of Professional Meeting or Conference \_\_\_\_\_

Location \_\_\_\_\_

A summary of the professional meeting or conference shall be submitted in writing to the Superintendent within one week from the last day of the professional meeting or conference.

	Estimated Expenses	Actual Expenses
Mileage ~ _____ miles @ _____ ¢ per mile	_____	_____
Registration Fee	_____	_____
Hotel Accommodations	_____	_____
Meals	_____	_____
Other Expenses	_____	_____
TOTAL EXPENSES	_____	_____
AMOUNT APPROVED	_____	_____

Circle One:      District Cost Center      Building / Department Cost Center

Recommended by \_\_\_\_\_  
Building Principal / Supervisor      Date

Approved by \_\_\_\_\_  
Superintendent / Designee      Date

Submit completed application with requisition if applicable to the Office of the Superintendent for approval. Duplicate will be returned to building principal or supervisor after approval, to be submitted to the Office of the Treasurer following the professional meeting or conference with all receipts and / or canceled checks for reimbursement. Application to be submitted five (5) days in advance of the professional meeting or conference.

White-Treasurer / Yellow-Employee / Pink-Building Principal or Supervisor / Gold-Superintendent