

Tattnall County School System

Request to Attend a Conference/Meeting

This form must be received at the Central Office at least 10 days prior to the registration deadline. Registration forms and agendas should be attached. **If the request is approved, your registration fees will be mailed with the registration form.**

Tattnall County Board of Education can no longer prepay for Hotel/Motel expenses. This is the responsibility of the employee. The expense will be reimbursed only if a hotel/motel receipt is attached to the reimbursement form. Please follow the directions on the travel form when claiming reimbursement for meals.

Name: _____ Date Completed: _____

Work Location: _____

Type of Conf/ Meeting: _____

Date(s) of Conf/ Meeting: _____

BOE Registration Required: Yes _____ NO _____

Prepay Registration Fees: Yes _____ No _____

Location of Conf / Meeting: _____

Objectives of Conf/ Meeting (please attach agenda): _____

Number of days substitute needed: _____

Estimated Expense

Registration: \$ _____

Lodging: \$ _____

Meals: \$ _____

Travel (.67 per mile) \$ _____

Total: \$ _____

Expenses reimbursed by the following program (Completed by BOE)

State Staff Dev: _____

Federal (Specify): _____

Pre K: _____

Vocational: _____

Admin: _____

Other (Specify): _____

APPROVED BY: _____

Principal / Supervisor

Program Coordinator

Date

Date