



Henderson Knox Mercer Warren ROE #33

PROFESSIONAL DEVELOPMENT AND TRAVEL REQUEST FORM

Employee Name

Position

Name of Conference/Activity

Brief description of Conference/Activity

Date (s) of Conference/Activity

Location

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### Conference Activity Costs

#### Registration:

(Attach a registration form and other information necessary for registration)

\$ \_\_\_\_\_

#### Travel Costs:

Car Mileage: - \_\_\_\_\_ miles x current mileage rate=

\$ \_\_\_\_\_

Train/Plane Ticket

\$ \_\_\_\_\_

Lodging

\$ \_\_\_\_\_

Meals/Food (Alcohol will not be reimbursed)

\$ \_\_\_\_\_

Total Estimated Costs

\$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

Approved

Not Approved

\_\_\_\_\_  
Regional Superintendent Signature

Source of Funding