

**Rappahannock County Public Schools**  
**6 Schoolhouse Road**  
**Washington, VA 22747**  
**(540) 227-0023**

**REQUEST TO ATTEND PROFESSIONAL CONFERENCE**  
*(To be submitted to Principal/Supervisor)*

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

School \_\_\_\_\_

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

Date of Conference \_\_\_\_\_ Location \_\_\_\_\_

Conference Sponsor \_\_\_\_\_

Please provide a sentence or two describing what you expect to learn at this conference. How will this information be shared with your colleagues upon your return.

\_\_\_\_\_

\_\_\_\_\_

Estimated Expenses \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
Registration Lodging, Meals, etc. Total

- Must have **itemized** receipts for reimbursement of Lodging, Meals, Tolls & Parking
- Valet Parking & Room Service Charges not considered
- Receipts with alcoholic beverages listed not considered
- Meals reimbursed not to exceed \$5-Breakfast/\$10-Lunch/\$30-Dinner (includes gratuity)

Number of contract days you will be in attendance at this conference \_\_\_\_\_

Number of days a substitute must be employed \_\_\_\_\_

Dates a substitute must be employed \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Arrangements for a school vehicle must be made in advance with the Transportation Supervisor at 987-8591. Employee must have prior written approval from the Transportation Supervisor or Finance Dept to receive reimbursement for mileage if a county car is not available.

Transportation Available Y/N \_\_\_\_\_  
Transportation Supervisor

**For Office Use Only**-----

This applicant has been approved for \$ \_\_\_\_\_

Budget Source \_\_\_\_\_ Purchase Order \_\_\_\_\_

Approved /Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor

Approved /Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Director of Staff Development

Approved /Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent