

GRUNDY COUNTY BOARD OF EDUCATION

CONFERENCE REQUEST FORM

Approved: _____ Pending: _____ Denied: _____ Purchase Order #: _____

Fund:	Account:	Object:	Sub Fund:	Cost Center:	Sub Object	\$

Supervisor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Finance Manager Signature: _____ Date: _____

Director's Signature: _____ Date: _____

CONFERENCE INFORMATION

Conference Name: _____

Conference Dates: _____ Registration Fee(s): _____

Conference Mailing Address: _____

Hotel needed (Yes or No) (If yes, please fill out Hotel Request Form): _____ Hotel PO # (Office Use): _____

Substitute needed (yes or no): _____ If yes, please provide name of Substitute: _____

Please explain how your school's most recent Improvement Plan justifies this expenditure: _____

Requestor Name (print): _____ Email Address: _____

Requestor's Signature: _____ School: _____ Date: _____

Please provide and attach conference information (agenda and brochure) as well as your registration information with this form. Please also be sure to allow enough time before the conference (usually two weeks) for your request to be approved and your registration check to be written. If your conference request is approved, you will receive a copy of this form with the Director's signature of approval. At that time, your conference payment will be mailed to the address you listed above. Mileage (if applicable) and meals (except those provided as part of the conference) will be paid for by the conference participants and reimbursed after the conference. For mileage and meal reimbursements, please fill out a Travel Reimbursement form within 10 days after the conference end date. Reimbursements received after the 10 days will not be accepted. If you have any questions or concerns, please call Stacey or Arlene at 692-3467 ext 107.

For Office Use Only

Attach this form to the Front of All Items Submitted for Payment

- _____ Conference Brochure
- _____ Registration Information
- _____ Approved Request to Purchase
- _____ Approved Purchase Order
- _____ Appropriate Signatures
- _____ Agenda attached

