

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 regis	stration)	\$		
Travel Costs:	-	-		
Car Mileage:miles x current mileage rate	=	\$		
Train/Plane Ticket		\$		
Lodging		\$		
Meals/Food (Alcohol will not be reimbursed)		\$		
Total Es	stimated Costs	\$		
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Employee Signature	Date			
	_ Approve	ed	Not Approved	
Supervisor Signature				
Regional Superintendent Signature	-			
		Source of Funding		