

MAPLETON PUBLIC SCHOOLS
ADAMS COUNTY SCHOOL DISTRICT 1

File: GCI-E-1

Request for Conference Attendance Approval
(Attach any registration materials)

Date: _____

Name _____ School/Dept. _____

CONFERENCE INFORMATION:

Name of Conference _____ Sponsor _____

Are you a member? _____ Location (City) _____ State _____

Inclusive

Hotel/Motel _____ Conf. Dates: Beginning _____ Ending _____

Responsibilities at Conference: _____

TRAVEL/ABSENCE INFORMATION:

Total School Days: _____ Additional Time
Needed for Travel: (dates) _____

Substitute Needed: (Dates) _____

ESTIMATED EXPENSES:

Transportation: 1. AIR or AUTO = ___ MILES X \$ _____ per mile.... \$ _____

2. To/from Hotel..... \$ _____

3. Rental Car \$ _____

Per Diem: _____ days @ \$ _____ per day..... \$ _____

Lodging _____ nights @ \$ _____ per night..... \$ _____

Conference Registration:..... \$ _____

Miscellaneous Expenses (identify)..... \$ _____

TOTAL EXPENSES:..... \$ _____

Budget Source: _____

Applicant Signature: _____

APPROVAL:

Comments _____

Supervisor's signature (signature recommends approval)

Superintendent's signature