

*Please review the instructions below before completing form. All incomplete forms will be returned to applicant.

Preapproval for Conference/Convention Attendance

Application Date: _____

Please complete this form and attach a copy of the registration form or information describing the conference. Registration fees should be **paid by the participant** and submitted for reimbursement after attendance. If your request is approved, a copy of this form will be returned to you for your records.

Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.

Teacher:	School:
Name of Conference:	
Date(s):	Location:
<i>Estimated Costs to Attend Conference/Convention</i>	
Registration Fee	\$ _____ (\$200 Maximum Reimbursement)
Transportation	\$ _____ (_____ miles at .535 cents per mile, maximum of 400 miles)
Meals	\$ _____ (Maximum of \$40 per day)
Lodging	\$ _____ (Maximum: Chicago/St. Louis - \$175, Downstate - \$125)
Sub Needed	\$ _____ (\$95.00 per day)
Total Estimated Costs	\$ _____
Additional Information: (Please indicated if funded by Title I or other special funding)	
Principal's Signature	Date:
Superintendent's Approval (below maximum allowable amount): <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part Date:	
School Board Action (exceeds maximum allowable amount): <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part Date:	

\\server1\office\$\gbrooks\Forms\Conference Req Form NEWEST.wpd

Final Adoption: May 17, 2017 (5.60-E2)

Updated April 2017

Lincoln Elementary School District #27