AUTHORIZATION FOR CONFERENCE/ WORKSHOP ATTENDANCE HUSTISFORD SCHOOL DISTRICT

- 1. **Complete this form** and turn it in to your supervisor.
- 2. **Attach a completed registration form** (from the organization hosting the conference, if available).
 - a. Verify the District Secretary has all of the necessary to complete a requisition(s) in SDS. This could include information regarding conference fees and lodging (if necessary). The district office will submit any registration or reservation for you. Any travel/meal reimbursement requests must be made after the conference using an Expense Claim Voucher.
- 3. **Submit an Absence Request Form** if a substitute is needed.
- 4. **Once approval is received, verify** that all necessary registrations, reservations, and substitution requests are completed.
- * Any staff member attending a conference/workshop is expected to share any information they received which may be beneficial to other school staff members.

 Staff Member: Meeting Location: 		2. Date of Request:		
		4. Distance from Hustisford:		
5. Date(s) of Attendance:		6. Substitute Needed?	Yes No	
			Number of days	
7. Name of Meeting or Topic:				
8. Name of Sponsoring Organization:				
9. Cost of Conference/Workshop & Lodging	g:			
10. For those requesting reimbursement of ex	xpenses, please complet	te this section to indicate expe	ected remuneration.	
Total Mileage: x IRS rate:	\$	☐ Check here if no reimbursement will be requested by staff member:		
Registration Fee(s):	\$	will be requeste	• •	
Meals:	\$	(School Board Policies 530.1 and 671.2 apply to conference attendance and employee reimbursement.)		
Lodging:	\$			
Total Expenses:	\$			
Budget Code(s):				
11. Approval:				
Building Principal		Date:		
Grant Coordinator*		Date:		
*If paid through a grant				