

**REQUEST FOR AUTHORIZATION  
TO ATTEND PROFESSIONAL  
CONFERENCE**

*White* - Business Services  
*Canary* - Business Services  
*Pink* - Business Services  
*Goldenrod* - Retain

\_\_\_\_\_  
(Location)  
**Request should be submitted to  
Business Services at least 10 days  
prior to date of conference.**

*Title of Conference* \_\_\_\_\_

*Sponsored by* \_\_\_\_\_ *Purpose* \_\_\_\_\_

*Date(s) of Conference* \_\_\_\_\_ *Location* \_\_\_\_\_

*Name of Employee Requesting Authorization to Attend Conference (One Name Per Form):*

\_\_\_\_\_

**Anticipated Cost:**

<i>Registration</i>	\$	_____
<i>Transportation</i>		_____
<i>Meals</i>		_____
<i>Lodging</i>		_____
<i>Substitute</i>		_____
<i>Other</i>		_____
<b>Approved By:</b>	<b>Total</b>	<b>\$</b> _____

**Other Considerations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget Charge #** \_\_\_\_\_

\_\_\_\_\_  
(Campus Administrator\*)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Superintendent/Principal/Division Head) (Date)

\*Administrator with budget responsibility for conference requests is also responsible for determining that the request is within budget and worthy of the expenditure.