

Wayland Union Schools

Conference Request Form

Applicant's Name _____ Registration Deadline _____

Name of Conference _____

To be held at _____ on (dates) _____

☐ All Day ☐ AM ☐ PM ☐ After School Hours ☐ Summer

Cost

Registration Cost \$ _____

Please attach completed registration / verification.

Note: Please arrange for sub by scheduling day through Red Rover.

Lodging \$ _____ Meals \$ _____ Miscellaneous \$ _____

Transportation _____ Miles @ _____ Per Mile = Total Transportation \$ _____

TOTAL ESTIMATED COST \$ _____

Employee's Signature

Date

How will this attendance at this conference impact our school and/or district improvement plan? _____

Approval

Approved ☐ Denied ☐

Principal / Department Supervisor Signature Date

Approved ☐ Denied ☐

Assistant Superintendent of Instruction Signature Date

General Instructions: (A) Please complete and sign this form for any professional development activity, in-service, or conference held outside of our district. (B) Attach completed registration form and any other supporting documentation. Submit to building/department administrator for signature. (C) Once approved – see your building secretary to register and pay for any pre-paid conference expenses using school credit card (secretary will complete – be sure to provide tax exempt documents as needed for reservations etc.).

For reimbursement, you must submit actual itemized receipts for lodging, meals, transportation, miscellaneous and registration costs after attending the conference, using the Conference Expense Report Form. *Attach actual receipts (no copies) and a completed Evaluation Form.*

To be completed by Building/Department Administrator (Supervisor)

Account # _____

Account Name: _____

Routing- Employee to Administrator to Asst. Sup. of Instruction to Admin to Sharedrive to A/P