

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST TO ATTEND CONFERENCE/TRAINING/MEETING**

- ▶ **Request must be submitted at least 15 business days prior to attending the event.**
- ▶ A brochure with dates, location, and costs, along with travel expense documentation must be attached for approval.
- ▶ Copy of Approved REQUEST TO ATTEND must be attached when submitting for reimbursement.
- ▶ **Applicant must receive an approved copy prior to attending the event.**

Applicant _____ School or Department _____
Print Name Clearly

Signature of Applicant _____ Date _____ Signature of School/Department Secretary (Confirms the form is complete, including the Anticipated Expenses Worksheet – page 2) _____
Date

CONFERENCE/TRAINING/MEETING INFORMATION – attach brochure or flyer

Name of Event _____

Date(s) _____ Location _____
City/State County

ANTICIPATED EXPENSES – Lodging, Meals and Travel expenses are completed on Page 2 and will auto-fill this page.

<input type="checkbox"/> Office-Prepare a PO for Registration		Registration	\$ _____
<input type="checkbox"/> I will Self Register & Submit for Reimbursement <i>(choose one above)</i>		Lodging	\$ _____
		Meals	\$ _____
		Travel	\$ _____
		Sub @\$ _____ (=salary + benefits/day)	\$ _____
		Other	\$ _____
		TOTAL ANTICIPATED EXPENSES	\$ _____

APPROVED EXPENSES

<u>Budget Account Number(s)</u>	\$ _____
_____	\$ _____
_____	\$ _____
Sub Code: _____	\$ _____

APPROVAL SIGNATURES – to be signed only when expenses and account information are complete

1. _____ Site Administrator Date	2. _____ Staff Development Coordinator Date
-------------------------------------	--

FUNDS AVAILABILITY:

APPROVED:

3. _____ Assistant Superintendent Date	4. _____ Superintendent Date
---	---------------------------------

Copy sent to attendee
 Copy for Staff Development Coordinator
 Copy for Site

OVER ▶

