

**PIKELAND COMMUNITY UNIT SCHOOL DISTRICT #10
APPLICATION FOR ATTENDANCE AT PROFESSIONAL MEETINGS**

Staff members who are requesting permission to attend professional meetings and conferences shall present this form to their building principal at least two weeks before the meeting. A copy of this form will be returned to the staff member once it is reviewed by the principal and superintendent.

Date: _____

Name of Applicant: _____

Name of Conference/Meeting: _____

Date or Dates of Conference: _____ Location: _____

Will a Substitute Teacher be Required: Yes _____ No _____

Estimated Expense of the Conference or Meeting:

Registration Fee*	_____
Travel/Mileage	_____
Meals	_____
Lodging	_____
Other	_____
Total Estimated Expenses	_____
Total Approved Expenses	_____

**If the Central Office is to make the registration or is required to pay a registration fee in advance, a completed registration form must be attached to this application. Please submit receipts after the conference for reimbursement of approved expenses.*

Expenses allowance from any other Organization, if any:

Purpose of Conference or Meeting: (Please specify the general purpose of the meeting or conference and your reasons for requesting attendance.)

_____ Recommended	_____	_____
_____ Not Recommended	Building Principal's Signature	Date

_____ Recommended	_____	_____
_____ Not Recommended	Superintendent's Signature	Date