JOHN GLENN SCHOOL CORPORATION Faculty Conference Request

A. Conference Requested: (Name) 1. Date:	Name:	S	chool:	Date of F	Request:
2. Name of School, Company, or other organization that is sponsoring this conference: 3. For 1-Day Conferences Only: Please list total hours from start to finish (include the driving time to and from the conference, as well as the time attending the conference)	A. Confe	rence Requested: (Name)			
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B. General Information 1. Will this conference require you to be absent from the classroom? 2. Will a substitute be required? 3. Please briefly explain the purpose and value of this conference to your professional duties and identify its relevance to your school's improvement or professional development plan: C. Estimated Expenses for Conference (Estimated costs must be listed in order to be reimbursed. Substitute Mileage Mileage x.70 Meals Room Registration Est. Total D. Please check one: (if requested conference takes place less than two weeks from the date of request, the second option must be selected.) I would like for the school corporation to send in my registration form and pay the registration few with a Purchase Order. (Completed Registration and Requisition Forms must be attached or this request will be returned to you unprocessed.) Note: Online registrations require approval prior to registration. Call Adm. office for a P.O. or credit card #. A requisition form with the assigned P.O.# on it must then be submitted with e-mail confirmation of registration attached. I will take care of sending in the registration form and the fee myself and will turn in all expenses after the conference. (Retain all receipts to attach to a completed claim form for reimbursement following the conference.) E. I understand that I am responsible for making conference arrangements and that to receive reimbursement I must submit a valid claim with attached receipts to substantiate my claim. Recommendation/Action Principal (signature indicates approval) Account conference expenses are to be charged to: Superintendent Request is (check one): Approved Not Approved	_				
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