

This form must be submitted to your Division Dean at least
10 days before in-state conference or 21 days before out-of-state conference
Please attach Conference Information prior to submitting to your Division Office

Section 1: Applicant Information

Name: _____ Today's Date: _____

Title or Position: _____

Section 2: Conference Information

Conference Title: _____

Conference Date: _____ Conference Location: _____
(City, State)

School Day(s) Involved: _____

Section 3: Estimated Expenses to District

*Registration Fees: \$ _____

Personal Vehicle Costs

Number of Miles: _____ X _____ (mileage rate)

SUBTOTAL: \$ _____

*Other

Transportation Costs: \$ _____
(airfare, train, bus, etc.)

*Lodging: \$ _____
(room charges and tax)

*Meals: \$ _____

*Miscellaneous: \$ _____
(bridge tolls, parking charges)

*Car Rental: \$ _____
(Prior Approval Required)

TOTAL ESTIMATED EXPENSES: \$ _____

***Receipt required for reimbursement after conference**

Section 3 (cont'd): Est. Expenses

Instructor \$ _____

Replacement Cost: \$ _____

Professional Development
Estimated Expenses: \$ _____
(if applicable)

If this is not Professional Development, please indicate benefits to the College on back

Section 4: Account Information

Budget Account(s) to be Charged:

Section 5: Administrator Approval

Division Dean: _____

Vice President: _____

President: _____

President's Signature only required if two or more persons attending from college or if out-of-state travel