

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER

**Request for Permission to Attend Professional Meeting
or Conference and Reimbursement for Such**

Application Instructions:

Request should be submitted to the ESC Superintendent (2 copies) a minimum of two weeks in advance of the requested meeting. After the Superintendent signs, give one copy to the ESC treasurer and retain one copy for yourself. Requests requiring Governing Board approval must be submitted one week prior to the last Governing Board meeting which occurs immediately prior to the requested conference or meeting. After attending approved meeting, complete the ACTUAL EXPENSES (REIMBURSEMENT) section and submit your copy to the ESC treasurer along with your receipts for reimbursement.

(complete only for . . .)

National or Out-of-State meeting:

_____ Request is for an out-of-state or national meeting. The last time that I attended an out-of-state or national meeting was during the _____ - _____ school year.

Name: _____

This is my formal request to attend the _____
(name of professional meeting, conference, workshop, etc.)

at _____ on the following date(s) _____.

Reason for request: _____

ESTIMATED EXPENSES:

ACTUAL EXPENSES (REIMBURSEMENT):

(Complete and resubmit to ESC treasurer along with receipts after you have attended the meeting.)

Meals _____

Meals _____

Registration Fees _____

Registration Fees _____

Lodging Expenses _____

Lodging Expenses _____

Parking Expenses _____

Parking Expenses _____

ESTIMATED EXPENSES: _____

ACTUAL EXPENSES: _____

Employee Signature

Date of Request

Supervisor Signature

Date

ESC Superintendent

Date of ESC Superintendent's decision or
recommendation to Governing Board

Approximate expense allowance: _____

Approved _____ **Denied** _____

Reason(s) for denial: _____