

Please Submit to the Superintendent's Office

REQUEST FOR ABSENCE FROM SCHOOL • For Conferences, Conventions, or Workshops

◆ Requests must be submitted to the Superintendent's Office at least 5 workdays prior to the Board of Education meeting. ◆

Staff Member: _____ School: _____ Date: _____

Event to be Attended: _____

Organization Sponsoring: _____

Location of Event (Address): _____

Specific Days of Absence: _____

Reason for Attending: _____

APPROXIMATE COST:

Important! Please include back-up documentation for all costs (e.g., printouts showing fees, Mapquest showing mileage, etc.).

Registration Fee: \$ _____

Travel by Car – Total Mileage: _____

Meals: \$ _____

Travel by Car – Reimbursement (at \$0.35 per mile): _____

*Lodging: \$ _____

Travel by Car – Tolls, Parking, etc. (specify _____): \$ _____

Other Applicable Costs: \$ _____

Travel by Other Means (specify _____): \$ _____

TOTAL of Above: \$ _____

TOTAL Cost of Travel: \$ _____

TOTAL Reimbursement Request: \$

Account Number: _____

Signature: _____

Staff Member

**Any reimbursement of lodging must be accompanied by letter from Commissioner of Education approving conference waiver.*

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Principal's Comments: _____

Date Received: _____

Principal's Signature: _____

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Disposition by Central Office: _____

Date Received: _____

Signature of Superintendent/Designee: _____