

Mount Pleasant Cottage School, Union free School District

Conference Request Form

To: Dr. Norman Freimark

Date: _____

I wish to attend the _____ conference, being held on

_____ at _____
Date(s) Place, City AM, PM, Whole Day

\$ _____
Estimated Cost

Please Note: This form should be submitted to your principal as soon as possible. A copy of printed conference material must be attached. After approval, the form will be returned to the requester who is responsible for conference registration.

You are expected to provide turnkey staff development for your colleagues at the rate of one hour per day that you spend at a conference (i.e., two meetings at 8:30 am to 8:50 am or one lunch hour meeting or one hour after school will suffice for a one day conference). Please make arrangements for your turnkey staff development in consult with your building principal.

If the conference is not sponsored by BOCES, please attach a completed requisition form for any fees or expenses.

Please describe the educational/professional objectives to be achieved at the conference:

Signature of Requester

Print Name

Signature of Administrator

Superintendent of Schools

Budget Code: _____

Use the area below after the conference to detail expenses.

Conference Reimbursement Request

Complete this expense portion immediately after attending a conference and return to the Superintendent with receipts for expenses.

Mileage _____ .50 cents per mile \$ _____
Public Transportation _____
Meals _____
Lodging _____
Registration _____

Note: The School District cannot reimburse for sales tax. Tax Exemption Forms are available in the Business Office.

Date

Signature