

GOLDEN FEATHER UNION SCHOOL DISTRICT
CONFERENCE/WORKSHOP ATTENDANCE REQUEST

Requester _____ Date: _____

Conference/Workshop Title: _____

Conference/Workshop Date(s): _____ Time: _____

Conference/Workshop Location: _____

Objective for Attendance at Conference/Workshop: _____

Projected Cost:	Registration _____	Transport. _____	Total: _____
	Substitutes _____	Lodging _____	
	Meals _____	Materials _____	

NOTE: Attach form or brochure that describes the conference, fees, dates, etc.

Approval: _____ Date: _____
(Principal)

_____ Date: _____
(Superintendent)

If you require reimbursement for expenses, submit a "Request for Compensation/Reimbursement" form accompanied by appropriate receipts.

It is the employee's responsibility to make sure that conference/workshop dates correspond correctly with his/her Timesheet or with Substitute's Timesheet.