

January 2022

**BREITUNG TOWNSHIP SCHOOLS
APPLICATION FOR ADMINISTRATION/SUPPORT CONFERENCE OR WORKSHOP**

Name: _____ Date: _____

Conference or Workshop: _____

Location of Conference or Workshop: _____

Date of Conference or Workshop: _____

ESTIMATE OF EXPENSES:

Registration:

Submitted and paid by self

Submitted and paid by District (ATTACH COMPLETED FORM) \$ _____

Travel: (_____) miles @ \$0.585/mile highway map \$ _____

Name of others who will accompany me in my car:

Will ride in the car of _____

Other travel (i.e. bus, air) (ATTACH TRAVEL ESTIMATE) \$ _____

Tolls and parking: \$ _____

Per diem meal payment (fill in boxes below): \$ _____

DATES:					
\$5.00 (breakfast)					
\$8.00 (lunch)					
\$17.00 (supper)					

Lodging expenses (detailed receipt required for reimbursement): \$ _____

Total \$ _____

Purpose of Conference or Workshop (be specific):

REMINDER: A written report is required using the conference report form located on the kingsford.org Website. Must be turned in with reimbursement request. A Reimbursement Request Form (pink sheet) is required for all expenses.

APPROVAL:

Principal _____ Date: _____

Superintendent _____ Date: _____

Business Manager _____ Date: _____

Account Number _____

Re: Board of Education Policy #3243 (Revised April 1998)