

**MOUNT UNION AREA SCHOOL DISTRICT  
CONFERENCE REQUEST FORM**

This form should be used for a request to attend a conference or meeting; do not submit a letter. This form must be submitted to the Office of the Superintendent, signed by your immediate supervisor ten (10) working days prior to the monthly board meeting. If you do not submit your request in the time indicated, you may lose your opportunity for the conference or meeting.

All conference or meetings are approved with the understanding that the trip may be canceled if substitutes are not available because of excessive demand.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Official name of conference or description of meeting)

\_\_\_\_\_  
(Location of Conference or Meeting)      Leave:      Date: \_\_\_\_\_      Time: \_\_\_\_\_  
Return:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

Will miss teaching these dates: \_\_\_\_\_

\_\_\_\_\_  
(Information or benefits to be derived from attending conference or meeting)

I am requesting the Mount Union Area School District reimburse me for the applicable expenses. The following is a breakdown of the estimated expenses of the conference or meeting:

**Substitute(s):** \_\_\_\_\_ x \_\_\_\_\_ days at \_\_\_\_\_ per day \_\_\_\_\_

**Mileage:** \_\_\_\_\_ Total Miles \_\_\_\_\_ x \_\_\_\_\_

**Lodging/Meals:** \_\_\_\_\_ day(s) x per day \_\_\_\_\_

**NOTE:** Reimbursement for lodging/meals will be limited to \$100.00 per day

**Turnpike Tolls:** \_\_\_\_\_      **Parking:** \_\_\_\_\_      **Total:** \_\_\_\_\_

**Registration:** \_\_\_\_\_      **Other:** \_\_\_\_\_      **Total:** \_\_\_\_\_

(Explain Other fully on the line below)

**Total Cost:** \_\_\_\_\_

I understand that receipts are necessary for all expenditures and I will not expect to be reimbursed for those expenses for which I have not furnished proper receipts.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Signature of Supervisor)

Approved:      Denied:

\_\_\_\_\_  
(Signature of Superintendent)

School Board Meeting: \_\_\_\_\_

**Funding:**      **Title I**      **Title II**      **Elementary**      **Secondary Admin**

**Other**