

**SULLIVAN COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
REQUEST FOR REIMBURSEMENT OF EXPENSES
FOR PROFESSIONAL CONFERENCE ATTENDANCE**

I _____, hereby request permission to attend the following professional conference:

CONFERENCE: _____

LOCATION: _____

DATE(S) OF ATTENDANCE: _____

EXPLANATION FOR ATTENDANCE: _____

	<u>ESTIMATED COST</u>	<u>ACTUAL COST</u>
<u>EXPENSES:</u>		
Registration	_____	_____
Travel ticket, public conveyance	_____	_____
Private conveyance @ .46 per mile	_____	_____
Tolls	_____	_____
Parking	_____	_____
Meals and/or Lodging	_____	_____
 TOTALS	 _____	 _____

APPROVAL

Program Director: _____ Budget Code
for Purchase Order: ____-____-____-____

District Superintendent or Designee: _____

Concurrence: Chief School Administrators (Shared Service Personnel) _____
(refer to "Conference Attendance Policy")

IMPORTANT! For reimbursement: this form must be returned to the appropriate program directors' office, WITH ITEMIZED RECEIPTS, within one week following conference. Refer to Article XVI of current Agreement.