

Federal Programs

Request for Approval for Conferences / Workshops

Lamesa ISD employees planning to attend conferences, workshops and meetings funded federally must complete this form **PRIOR** to initiating any travel arrangements **and** submit to the Business Office for approval.

Name: _____ Campus/Program: _____
 Conference / Activity _____ Location: _____
 Dates of travel: _____ Cost of Registration: _____
 Account code: _____

Is this request identified as a need in your Comprehensive Needs Assessment?

Which strategic priority (check all that apply) does the training support?

- ___ 1. Recruit, support, and retain teachers and principals
- ___ 2. Build a foundation of reading and math
- ___ 3. Connect high school to career and college
- ___ 4. Improve low-performing schools
- ___ 5. Other _____

Other than federal funds, are there any local or general monies available to fund this travel?

Can you receive the information presented at this conference, training or meeting locally (within 100 miles of _____)?

How will you disseminate knowledge attained from this training upon returning to your campus/district?

- Study Group
- Team/Faculty Meetings
- Formal Staff Development
- Other _____

"By signing this request/report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposed and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise." (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Person requesting to travel: _____ Date: _____

Supervisor Approval: _____ Date: _____

**Note: Allow three business days for approval processing*

For Federal Dept. use only	
Approved: _____	Denied: _____
Comments: _____	
Chief Financial Officer Signature: _____	Date: _____