

WESTMONT HILLTOP SCHOOL DISTRICT

REQUEST FOR APPROVED ATTENDANCE AT CONFERENCE AND/OR REQUEST FOR APPROVED TRAVEL

Name(s) _____ *Date of Application _____

A. Preliminary Plans

1. Name of Meeting, Workshop or Conference:

2. Location: _____
3. Date(s) absent for conference _____ No. of days _____
4. Educational Value: (Be specific) _____

B. Itemized Estimate of Anticipated Expenses:

1. Round Trip Travel: ** _____ miles at _____ cents per mile \$ _____
2. Accommodations: _____ nights at \$ _____
3. Registration Fee or Tickets at District Expense _____
4. Miscellaneous: Tolls \$ _____ Parking \$ _____ Other \$ _____
5. Is substitute (s) needed? yes _____ no _____ How many days? _____

Expense vouchers for all expenditures must be submitted for considered reimbursement. Expenses requested are not to include membership in organizations, personal items, or alcoholic beverages. All expenses must follow PA governmental guidelines

C. All days must be entered into AESOP.

D. **Initial that you have entered your absence into AESOP as “conference” or “IU8 Conference”.** _____

E. Approved by: Supervisor/Principal _____ Date _____
Superintendent _____ Date _____

* **Requests must be submitted at least one week prior to the Board meeting preceding the date of the Conference.**

** **Mileage for travel to a conference/meeting within reasonable proximity of assigned school will not be reimbursable.**

*****Expenses not approved will not be considered for reimbursement.**