

***Please review the instructions below before completing form. All incomplete forms will be returned to applicant.**

Preapproval for Conference/Convention Attendance

Application Date: _____

Please complete this form and attach a copy of the registration form or information describing the conference. Registration fees should be **paid by the participant** and submitted for reimbursement after attendance. If your request is approved, a copy of this form will be returned to you for your records.

Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.

Teacher:		School:	
Name of Conference:			
Date(s):		Location:	
<i><u>Estimated Costs to Attend Conference/Convention</u></i>			
Registration Fee	\$ _____	(\$200 Maximum Reimbursement)	
Transportation	\$ _____	(_____ miles at .67 cents per mile, maximum of 400 miles)	
Meals	\$ _____	(Maximum of \$40 per day)	
Lodging	\$ _____	(Maximum: Chicago/St. Louis - \$175, Downstate - \$125)	
Sub Needed	\$ _____	(\$135.00 per day)	
Total Estimated Costs	\$ _____		
Additional Information: (Please indicated if funded by Title I or other special funding)			
Principal's Signature		Date:	
Superintendent's Approval (below maximum allowable amount): <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part Date:			
School Board Action (exceeds maximum allowable amount): <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part Date:			

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Final Adoption: May 17, 2017 (5.60-E2)

Updated January 2024

Lincoln Elementary School District #27