

**LEWIS COUNTY BOARD OF EDUCATION**

**REQUEST TO ATTEND**

Effective immediately:

Revised February 13, 2017

Reimbursement will not be made without written approval by the Superintendent before the event is attended. **AN AGENDA OR NOTICE OF THE EVENT MUST BE ATTACHED TO THIS REQUEST.** All documentation **MUST** be submitted and approved prior to the event. For travel in-state, this form **MUST** be received at least 2 weeks prior to the event. Travel out-of-state requires Board approval; therefore, this form **MUST** be submitted at least 4 weeks prior to the event. Once processed, the principal will receive a copy of this form by fax to give to the employee.

Name: \_\_\_\_\_ Date(s) of meeting: \_\_\_\_\_  
Email address: \_\_\_\_\_ Event presented by: \_\_\_\_\_  
Purpose of event: \_\_\_\_\_ Location: \_\_\_\_\_  
(Motel, City, State)

Names of other LCBOE employees attending: \_\_\_\_\_  
Is lodging requested for the night before the meeting: Yes No If so, explain: \_\_\_\_\_  
(circle one)

Lodging: \_\_\_\_\_ Lodging: \$ \_\_\_\_\_  
Number of nights \_\_\_\_\_ Meals: \$ \_\_\_\_\_  
Rate per night \$ \_\_\_\_\_ Mileage: \$ \_\_\_\_\_  
Registration: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
Substitute: \$ \_\_\_\_\_  
(SVC 100/day, PROF 160/day)  
Total: \$ \_\_\_\_\_

I understand that upon my return: **ALL out-of-state travel will require me to attend a BOE meeting and give a report about this training. I may be required to provide staff development to other Lewis County BOE employees.**

Funding available through:  
(circle one)  
Step 7 Sp Ed  
Other \_\_\_\_\_  
(Describe)  
\_\_\_\_\_  
Account Code  
\_\_\_\_\_  
Budget Manager's Initials & Date

Failure to follow these procedures will result in reimbursement being denied.

Stipends are not paid from travel expense forms.

\_\_\_\_\_  
Employee Signature Date

This form must be completed and submitted through your principal or supervisor, then to the county office to school supervisor for processing. Once processed, the principal/supervisor will receive a copy by fax. The principal will give a copy to the employee. The original is sent to payroll.

Principal/Supervisor: Is a substitute required for this absence? Yes No  
(Circle one)

Are there any concerns with this request: \_\_\_\_\_

\_\_\_\_\_  
Principal or Supervisor's Signature Date County Supervisor's Signature Date

Superintendent's approval: Yes No  
(Circle One) \_\_\_\_\_  
Superintendent's Signature Date

Reason denied: \_\_\_\_\_

Lewis County Board of Education Approval of out-of-state request: Yes No  
(Circle one) \_\_\_\_\_  
Date of Board Action