

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