

TORONTO CITY SCHOOLS

Request to Attend Meeting or Conference

_____ requests permission to attend
the _____
(Name) *(Meeting)*

Conference to be held _____ at _____
(Date(s)) *(Place)*

*REGISTRATION FEE _____

(Signature)

Since the teacher will be absent from regular teaching assignment, principal will indicate substitute who will be available _____

_____.

(Date approved by principal) *(Principal's signature)*

(Date approved by superintendent) *(Superintendent's signature)*

Expenses Paid _____

This request should be made in triplicate. One copy with approvals will be returned to teacher; one copy will remain in superintendent's office; and the other copy will remain in the principal's office.

*REGISTRATION FEE MUST BE INCLUDED ON THE REQUEST FORM.

**EXPENSES FOR ATTENDANCE AT
PROFESSIONAL MEETINGS OR WORKSHOPS**

TO _____ DATE _____
(Treasurer)

Toronto Board of Education
Toronto, Ohio

Nature of meeting _____

Dates of Attendance _____

EXPENSES

<u>Dates</u>	<u>Meals</u>	<u>Lodging</u>	<u>Less Taxes</u>	<u>Total</u>
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Registration Fee _____

TOTAL _____

Travel _____ Miles@ _____ Per mile= _____

Total Expenses _____ \$ _____

Expenses for meals are those actually incurred. Receipts for meals must be attached. All hotel or motel bills must be attached. Any miscellaneous expenses must be accompanied by a receipt.

A maximum of \$ 110.00 per day will be allowed.

NOTE: Mileage rate based on current IRS
rate as per negotiated agreement.