



Portage Lakes Career Center

4401 Shriver Road, Uniontown, Ohio 44685 * (330)896-8200 /FAX (330) 896-8297

REQUEST TO ATTEND PROFESSIONAL MEETING

Date: _____

Name of Applicant _____

Name of Meeting _____

Organization Sponsoring Meeting _____

I am a Member Non-member of Sponsoring Organization

Location of Meeting _____

Period of Absence:	Departure	_____	_____	A.M.	_____	A.M.
		Date	Time	P.M.	Return	P.M.
					Date	Time

Mode of Travel: Personal Auto _____ Air _____ Other _____

PURCHASE ORDER

Estimated Expenses:	Registration Fee	\$ _____	_____
	Transportation	_____	_____
	Auto – est. mileage	_____	_____
	Lodging	_____	_____
	Meals (\$50.00 per day)	_____	_____
	Other (Identify)	_____	_____
	TOTAL EXPENSES	\$ _____	_____

Others Attending Professional Meeting _____

Approved _____ Principal/Director

Approved _____ Superintendent

- NOTE:
1. Form to be completed for each applicant.
 2. All requests for attendance at professional meetings must be submitted to your immediate supervisor no later than one month prior to the regular board meeting. If available, a copy of the agenda should accompany this request.
 3. Receipts must be submitted for lodging, parking, public transportation and registration.
 4. No items are to be combined; instead each should be itemized separately.
 5. Allowance will not be made for telephone, laundry, valet or gratuities.
 6. This form must be submitted with purchase orders attached.

THIS FORM WILL BE RETURNED TO YOU AND MUST BE RESUBMITTED, UPON RETURNING FROM MEETING, WITH AN ITEMIZED ACCOUNT OF EXPENSES, AND YOUR MEETING SUMMARY SHEET TO THE OFFICE OF THE SUPERINTENDENT. *(See reverse side)

**REQUEST FOR REIMBURSEMENT
PROFESSIONAL MEETING**

I request reimbursement as follows:

Registration Fee	\$	_____	
Transportation		_____	
Auto – actual mileage		_____	
Lodging		_____	
Meals (\$50.00 per day)		_____	
Other (Identify)		_____	_____
TOTAL	\$	_____	

(Employee Signature)

Approved _____ Principal/Director Date _____

Approved _____ Superintendent Date _____