

Harper Creek Community Schools
Administrative Conference Request

Name: _____ Date: _____

Conference Title: _____

Conference Date(s): _____

Conference Location: _____

Sponsoring Association: _____

Purpose of Conference: _____

Check appropriate item:

_____ My complete registration materials are attached, please submit with registration fee upon approval.

_____ I will submit my own registration form and request reimbursement.

Conference expenses:

A.	Mileage	\$ _____
B.	Meals	\$ _____
C.	Lodging	\$ _____
D.	Registration fees	\$ _____
E.	Others	\$ _____
	Grand Total	\$ _____

These expenses are consistent with Board Policy. (Policy Handbook GCL)

Administrators' Signature

Date

Superintendent's Signature

Date

Note: All receipts must be submitted for full reimbursement.