

VERONA PUBLIC SCHOOLS  
PLEASE COMPLETE IN DUPLICATE  
REQUEST FORM

ATTENDANCE AT EDUCATIONAL CONFERENCES, MEETINGS,  
CONVENTIONS AND SCHOOL VISITATIONS

GUIDELINES

1. Requests for permission to attend conferences costing **\$150 or less, should be submitted two weeks in advance** of the date of the conference to the Superintendent of Schools.
2. Requests for permission to attend conferences costing **more than \$150.00, should be submitted one month in advance** of the date of the conference to the Superintendent of Schools.
3. If the staff member attends an out-of-district workshop/conference, the **member is required to complete the Workshop Conference Form. If a workshop form is not returned, reimbursement will not be made until we receive it.**

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to request permission to be absent: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

Cost: Registration \_\_\_\_\_ Hotel \_\_\_\_\_ Mileage/Airfare \_\_\_\_\_ Meals (only overnight) \_\_\_\_\_

Total Cost \_\_\_\_\_

Meal reimbursement is different in every city. Go to [www.gsa.gov](http://www.gsa.gov) . Enter the city and state or zip code for the city of the conference.

On chart, the column on the right, is the daily food reimbursement. **Receipts still need to be provided.**

\_\_\_\_\_ Date \_\_\_\_\_

**Employee Signature**

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal's Signature**

Principal's Comments \_\_\_\_\_

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Curriculum Signature**

Director of Curriculum Comments \_\_\_\_\_

Substitute Required: yes ( ) no ( )

**Determined by Superintendent**

\*\*\*Credit for hours of in-service will be granted upon receipt of certification from conference.  
\*\*\* Graduate Credit Equivalency will only be granted for workshops taken outside of school hours.

Approved \_\_\_\_\_

**Superintendent's Signature**

Approved for: 100 HOURS: [Y ] [N ] GRADUATE CREDIT EQUIVALENCY: [Y ] [N ]

Revised 11/10, 10/12, 12/13