Tehama County Department of Education Request to Attend Conference and/or Travel on District Business

(Please read instructions before completing this form.)

Please place in Central Basket along with registration form and any other pertinent information.

1. Attendee:	2. Job Title:
3. Job Site:	4. Contact Number:
5. Conference Title:	
6. Dates: FromTo	7. Times: From To
8. Registration Deadline:	
9. Expenses will be paid for by: Self Departme	ent Other No Cost
10. Registration: \$ Pre-Pay:YesNo	11. Lodging: \$ Confirmation # By Self By Department Pre-Pay:YesNo Vendor
(Address and phone number)	Vendor(Name)
e-mail:	(Address and phone number)
12. Transportation: \$ By Self By Department Plane Train Auto Car Pool	13. Food/Other Reimbursement \$(Total Estimate) Breakfast(s) x \$8 = \$Lunch(es) x \$12 = \$
Miles @/mile \$ Total	Dinner(s) x \$26 = \$ Other cost: \$
14. Substitute Needed: Yes No # Days Needed: x per day (Attach Substitute Request From if applicable)	15A. Total Cost Paid by Self \$ 15B. Total Cost Paid by Department \$
16. Cash Advance 80% of non pre-paid expenses: \$	
17. Specify how your attendance at this Professional Development will increase your effectiveness in teaching, classroom management, increasing student achievement, etc. If other than Professional Development, state other reason for absence in regular assignment.	
18. Specify when you will present your increased skill/knowledge to the rest of the staff. (You may not simply handout information from the Professional Development event.).	
WAIVER OF EMPLOYEE EXPENSES AND HOLD HARMLESS STATEMENT Upon approval of this request, I agree to attend the activity herein described at my own expense except as noted otherwise; further, I accept full responsibility for all my acts in attending said activity and hold Tehama County Department of Education harmless from any and liability whatsoever. I have read and understand the instructions. 19	
19 Signature of Attendee	Date
20	
Supervisor	Date
21 Assistant Superintendent of Special	Data
Assistant superintendent of special	Date

Programs and Services