

Troy Area School District
Training/Conference Request Form

Please Note - form must be **submitted and approved** before you register for the conference.
Please obtain approval at least 4 weeks before the conference.

Employee Name _____

Name of Conference _____

Date(s) _____

Location _____

Reason for Attending: _____

Training Conference

Approximate Cost:

Registration _____

Mileage (include round trip miles) * _____

Lodging _____

Meals ** _____

Substitute Costs*** _____

Other**** _____

Total \$ _____ -

* - Multiply the number of total round trip miles by .67 (IRS approved rate).
 ** - Itemized receipts must be submitted in order to be reimbursed, exclude any alcohol.
 *** - Multiply the number of days by \$166.75 per day for teachers/nurses/LPN's and \$112.07 per day for paraprofessionals.
 **** - For example, includes parking fees, turnpike fees, etc.

The following must be submitted after attendance at conference only:

1. A written report to the principal. This report will be copied and sent to the school board. Please include in the report how you will embed the information learned at the conference into your classroom practices. What differences would one expect to see in your classroom as a result of the training? How will the information learned at the conference impact the students at TASD?
2. A copy of this form along with a requisition form and receipts of expenses incurred
3. (Aides Only) - Documentation from provider that certifies professional development hours.
4. Please attach the brochure/information describing the conference/workshop.

Employee's Signature _____ Date _____

		<u>Recommended</u>	<u>Not Recommended</u>
Reviewed by Principal _____	Date _____		
Reviewed by Director of Support Services _____	Date _____		
Reviewed by Business Manager _____	Date _____		
Approved by Superintendent _____	Date _____		

Rejected because: _____

****After the conference, please submit receipts and a copy of this approval form with the completed reimbursement request to the Business Office**