	POCONO MOUNTAIN S			
PART I. (To be submitted prior to conference registration	PROFESSIONAL CONF	ERENCE REQUEST	Acc	count Code
Name:			Date:	
Last	First	Middle Initial		
Name of Conference:		Date(s)		
		0h	From	То
Location of Conference:		Substit	ute Needed:	Dates(s)
Sponsoring Organization:				
I am □ am not □ a member of the org State the benefit(s) of attending the co The school district will be responsible for the fo	nference and how you wil	It share information with eturn from the conference, an	itemized statement	of expenses shall be
submitted in the appropriate column and subm ARE REQUIRED. A brief report of the confere	Itted for payment. ORIGINAL I ence is required within one weel	RECEIPTS FOR ALL ITEMS k of the conference, or prior to Estimated Expenditures	, including MEALS, o final payment. *Actual Expe	
Travel (IRS Rate per mile) (Round Trip) 655 X Rate/mile	. \$	\$	
Meals (Maximum - \$35.00 per day)	x (# of days)	\$	\$	
Lodging (# of nights) x (rate)	\$	\$	
Registration (Full registration fee)		\$	\$	
Tolls/Parking		\$	\$	
Other		\$	\$	
Sub Total		\$	\$	
Substitute (\$150.00) x (# of days)	\$	\$	
TOTAL		\$	\$	
All conferences in excess of \$1,500.00 mus each month)	t be Board approved and sub	mitted two weeks prior to a	Board meeting. (I	Mtgs. 1 st /3 rd Wednesda
PART II. (To be completed ONLY if requ Advance Requested: \$ Payable to: Hotel: Full Registration (attached comp Other	bleted registration form)			
Prior Conferences Attended This Year				
PART III. I verify that the information preser				
Applicant's Signature	Date	Principal's Signature		Date

Supervisor's Signature	Date	Assistant Superintendent's Signature	Date
PART IV. (Office use only)			
Conference Approved: Confe	erence Not Approved:	Amount of Advance Approved: \$	Your attendance at this conference carries with it the obligation of providing a
Superintendent's Signature		Date	workshop for colleagues if requested
Expenditures Approved:	Expenditures Not A	Approved:Reason for Denial:	
Superintendent's Signati	ure	Date	

Brochures, Registration form, and conference materials, must be submitted with Professional Conference Request !!