POCONO MOUNTAIN SCHOOL DISTRICT PROFESSIONAL CONFERENCE REQUEST

	PROFESSIONAL CONFER	RENCE REQUEST	Acc	ount Code
PART I. (To be submitted prior to conference regis	tration)			
Name:			Date:	
Last	First	Middle Initial		
Name of Conference:		Date(s)		
			From	То
Location of Conference:		Substitu	te Needed:	
Sponsoring Organization:				Dates(s)
The school district will be responsible for t submitted in the appropriate column and s ARE REQUIRED. A brief report of the column and s ARE REQUIRED. A brief report of the column and s ARE REQUIRED.	ubmitted for payment. ORIGINAL RE	CEIPTS FOR ALL ITEMS,	including MEALS, final payment.	TOLLS, PARKING, etc
Travel (IRS Rate per mile) (Round	Trip) 655 X Rate/mile	\$	\$	
Meals (Maximum - \$60.00 per d	ay) x (# of days)	\$	\$	
Lodging (# of nights) x (rate)	\$	\$	
Registration (Full registration	ee)	\$	\$	
Tolls/Parking		\$	\$	

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____ \$____

\$

All conferences in excess of \$2,000.00 must be Board appr each month)	roved and submitted two weeks prior to a B	oard meeting. (Mtgs. 1 st /3 rd Wednesday

PART II.	(To be completed	ONLY if requesting an advance	(75% of total expenses not to exceed \$500.00)
Advance	Requested: \$	-	

Payable to: Hotel:

Full Registration (attached completed registration form)

Other

Substitute (\$150.00) x (# of days _____)

Sub Total

TOTAL

Other _____
Prior Conferences Attended This Year: _____

PART III.	I verify that the	information presented	in relation to this	conference is accu	arate and the expens	es for the period	covered are correct
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Applicant's Signature	Date	Principal's Signature	Date	
Supervisor's Signature	Date	Assistant Superintendent's Signature	Date	
PART IV. (Office use only)				
	ence Not Approved:	Amount of Advance Approved: \$	Your attendance at this conference carries with it the obligation of providing a workshop for colleagues if	
Superintendent's Signature		Date	requested	
Expenditures Approved:	Expenditures Not	Approved:Reason for Denial:		
Superintendent's Signature	2	Date		
Brochures, Registration form, a	nd conference mater	rials, must be submitted with Professional Cor	ference Request !!	