

SCHOOL DISTRICT OF BLOOMER CONFERENCE REQUEST

Please submit three copies of this form at least one week prior to the proposed date(s) of the trip. Procedure is as follows:

1. Please gather any descriptive information available and discuss the request with your Principal and/or District Administrator. Complete item 1 below and pass the form onto your Principal.
2. The Principal will review the documentation on the conference request. Following approval from the principal, the form will be sent to the District Administrator.
3. The District Administrator rates the request and returns one copy to the teacher.

TRIP REQUESTS MUST BE TO THE PRINCIPAL BY 8:00 TUESDAY MORNING

Name: _____ **Date:** _____

Grade/Subject Area: _____

Specific Title of Activity (*please attach descriptive information if available*): _____

Destination: _____

Date(s) of Requested Leave: _____

Full day(s) on _____

Partial day(s) on _____ **From** _____ **AM/PM** **To** _____ **AM/PM**

Is a Substitute Required: **YES** **NO** **Substitute:** _____
(Assigned by office)

Room _____ **Meals** _____ **Fees** _____

Estimate of Expenses (*a voucher including receipts is to be submitted upon return*).

Approval Recommended Rating _____ WUFAR Coding _____

Denied Request Comments: _____

Principal/Supervisor Signature: _____ Date _____

District Administrator Signature: _____ Date _____

Check if applicable: __ AODA __ Perkins __ Other

ONE CAR (PLEASE CONTACT THE OTHER STAFF MEMBERS WHO WILL BE GOING WITH YOU. ONLY ONE PERSON CAN SUBMIT EXPENSES FOR MILEAGE.)
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Name of person submitting expenses for mileage: _____

You must have receipts for any meals or expenses. The School District will not pay for alcoholic beverages. Remember, board approved guidelines for meals.

Rating Explanation

“A” Trip – This is a clinic or conference usually initiated by the Administration. The District will pay mileage and expenses and give release time no loss of salary.

“B” Trip - This is a clinic or conference usually initiated by the staff member and is approved as of value by the administration. The district provides release time at no loss of salary with other expenses split 50-50. (See Trip Procedure Guideline).

“C” Trip - The District provides release time at no loss of pay and the staff member pays his/her own expenses.

“D” Trip - These are trips to clinics required to obtain coaching certification or tournaments in the activity being coached or directed by the staff member. Requests are initiated by the staff member and, if determined to have value, are approved by the administration. The district provides time at no loss of salary, mileage and meal reimbursement. The staff member pays for other expenses.