

CAMBRIDGE CENTRAL SCHOOL  
CAMBRIDGE, NEW YORK

REQUEST TO ATTEND WORKSHOP OR CONFERENCE

**INSTRUCTIONS:**

- (1) This form must be submitted to your Building Administrator or Supervisor prior to attending a workshop or conference. Please use a ball point pen and press firmly. Do not take form apart. You will receive your copy when approved by the Superintendent.
- (2) If you request the Business Office to mail out the registration form, please attach a CHECK REQUEST FORM to your registration form and forward to the Business Office.
- (3) To be reimbursed for meals and mileage upon return from the workshop or conference, fill out a CLAIM FORM, attach your expense receipts (meals and mileage), and submit to your Building Administrator or Supervisor for approval.

TO: ADMINISTRATOR/SUPERVISOR

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

I hereby request approval to attend the following workshop or conference:

TITLE:
LOCATION:
DATE OF ACTIVITY:
DESCRIPTION OF ACTIVITY:
REASON FOR ATTENDING ACTIVITY:

ESTIMATED  COST	REGISTRATION:	\$
	MILEAGE:	
	ROOM:	
	MEALS:	
	OTHER:	
	<b>TOTAL</b>	<b>\$</b>

<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED COMMENTS: _____ _____ _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED COMMENTS: _____ _____ _____
ADMINISTRATOR/SUPERVISOR      DATE	SUPERINTENDENT OF SCHOOLS      DATE