

# Morrisonville School District

## REQUEST TO ATTEND A WORKSHOP OR MEETING

Teacher: \_\_\_\_\_

Place: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

<u>Expenses</u>	<u>Estimated Cost</u>
Registration	_____
Meals	_____
Lodging	_____
Transportation	_____

**Note: A separate transportation request form must be filled with transportation. (Extra Trip/Transportation Request Form)**

**Will a substitute be needed? Yes No**

If yes, Substitute Teacher's name: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Teacher

1. Is the Regional Office of Education going to reimburse any part of these costs? Please indicate so that appropriate reimbursement papers can be sent.  
\_\_\_\_\_  
\_\_\_\_\_
2. Are there any applicable Grants that will compensate for any of the above expenses? If yes, which one's?  
\_\_\_\_\_
3. Submit for appropriate signatures. If there is a registration fee that must be paid prior to the event, please forward it to the bookkeeper for payment. Otherwise, give a copy to the building secretary for their records. Once you have "Actual" figures, please fill out a travel reimbursement voucher.