



**FAYETTE COUNTY
CAREER & TECHNICAL INSTITUTE**

PROFESSIONAL IMPROVEMENT PROGRAM

REQUEST FOR CONFERENCE ATTENDANCE

Requests for conference attendance must be submitted to the Administration Office in time for board approval before the conference.

Name:	Program:
Name of Conference:	
Location of Conference:	
Dates of Conference:	Board Meeting Date:

Approximate Cost:

<i>Transportation:</i>		
Airfare – Train – Bus		
Mileage Costs	Miles @	/mile
<i>Lodging:</i>		
<i>Meals:</i>		
<i>Registration:</i>		
<i>Miscellaneous:</i>		
TOTAL		

Provide a brief description of the conference. (Please attach a copy of the conference brochure)

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Signature of Individual Requesting Attendance

Date

Signature of Director

Date

- | |
|---|
| <input type="checkbox"/> Approved
<input type="checkbox"/> Disapproved |
|---|

Complete **Report of Conference Attendance** prior to submission of travel expense form.

Report of Conference Attendance is to be completed within one week after you return from the conference and submitted with your travel expense form/receipts.