



**FAYETTE COUNTY
CAREER & TECHNICAL INSTITUTE**

PROFESSIONAL IMPROVEMENT PROGRAM

REPORT OF CONFERENCE ATTENDANCE

This report must be submitted to the business office within one week after you return from the conference with your expense receipts attached to the Travel Expense form.

Name:	Program:
Name of Conference:	
Location of Conference:	
Date(s) of Conference:	

Provide an evaluation of the conference particularly in light of its value for your professional assignment.
Please give special attention as to how you intend to integrate the information gained at this conference to your professional assignments.

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Signature of Employee

Date

Signature of Director

Date