REQUEST TO ATTEND
PROFESSIONAL CONFERENCE or EVENT (Please circle one)

A copy of this approved form must be attached to requests for registration, travel arrangements and travel advances.

To: ________________________________

From: ______________________________

Name of Conference __________________________________________________________
Or Event

Sponsoring Organization: ________________________________________________________

*Place: ____________________________ Date/Dates: ________________________________

Work time or days attending: ____________

Estimated Cost of Trip: Transportation $ __________________ To be paid by the College unless Reimbursement for Mileage

Lodging ____________________________

Meals ____________________________

Registration Fee $ ____________ To be paid by the College

Other ____________________________

TOTAL __________________________

ACCOUNT NUMBER: ______________________

Reason for attending conference/event (attached program if available) __________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Signature of Requester ______________________________________________________

□ Approved  □ Disapproved

Assistant Director/Manager (up to $500)

□ Approved  □ Disapproved

Director or Associate Dean (up to $750)

□ Approved  □ Disapproved

Dean or Associate Vice President (up to $1,000)

□ Approved  □ Disapproved

Vice President (up to $1,500)

□ Approved  □ Disapproved

*President (over $1,500)

□ Approved  □ Disapproved

Comments: _______________________________________________________________________

*All out of state conferences must be approved by the President.

10/2011