

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

_____ Assistant Director/Manager	(up to \$1,000)	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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_____ Director or Associate Dean	(up to \$1,500)	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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_____ Dean or Associate Vice President	(up to \$2,000)	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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_____ Vice President	(up to \$3,000)	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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_____ President	(over \$3,000)	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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Comments: _____
