

Conference Attendance Request Form

*This form should be used if the employee does **not** have an account with My Learning Plan.
All certified staff are required to use MLP for conference requests.

Employee Name: _____

Department: _____

Conference Name: _____ Dates: _____

Location: _____

Brief description of the conference and purpose: _____

Please attach all documentation including a copy of the GSA Rates for Hotel and Meals allowance.

Hotel Lodging Name: _____

Number of Nights requested: _____ Lodging Fee per night: _____

Meals Allowance per day if meals are not included in the conference: _____

Travel by: Car: _____ Train: _____ Airplane: _____

Estimate of Total Expenses: \$ _____ Budget Code (required): _____

Approved by:

Department Supervisor: _____ Date: _____

(Signature)

Name: _____

Assistant Superintendent for HR: _____ Date: _____

(Signature)

Expense Reimbursement Policy and Regulations #6830/6830R contains the details of approved conference expenses, the procedures and requirements for reimbursement. It is the employee's responsibility to read the policy and regulation prior to attending a conference. Expenses will not be reimbursed if the employee does not adhere to the policy/regulation.