

CONFERENCE AND OUT-OF-COUNTY TRAVEL REQUEST FORM

Lunenburg County Public Schools

Kenbridge, Virginia 23944

NOTE: All requests must be submitted prior to attending the conference. A copy of the approved form must be attached to the Statement of Travel. Reimbursement will not be granted without the approved form being attached.

Applicant's Name: _____ Name of School: _____

CONFERENCE INFORMATION

Name of Conference: _____

Date of Conference: _____

Location of Conference: _____

Purpose of Conference: _____

With Whom Will Information be Shared: _____

APPROXIMATED COSTS

Registration Fee: \$ _____

Mileage Cost: \$ _____

Meals: _____

Hotel: \$ _____

Employee's Signature (Required) _____

Date _____

Principal's Signature of Approval _____

Date _____

CENTRAL OFFICE APPROVAL (IF NECESSARY)

Source of funding: School Special Education Technology Title I

Title II Vocational Other (specify): _____

Approved: _____

Disapproved: _____

Amount funded: \$ _____

School Board Office's Authorized Signature _____

Date _____