

**SOUTHEASTERN LOCAL SCHOOL DISTRICT**  
**TEACHER REQUEST TO ATTEND PROFESSIONAL MEETING**

(A request must be submitted to the Board of Education for approval at the Board Meeting prior to the professional meeting for which the applicant is seeking approval to attend. Also please fill out a requisition for reimbursement.)

1. Name of Teacher \_\_\_\_\_
2. School Department or Grade \_\_\_\_\_
3. Type of Meeting \_\_\_\_\_
4. City, State \_\_\_\_\_
5. Dates(s) of Meeting \_\_\_\_\_

6. Estimate of Cost:

Registration Fees – Limit \$400.00	\$ _____
Lodging (Limit \$100.00 per night – 2 nights)	\$ _____
Meals (Limit \$25.00 per day – 2 days)	\$ _____
Mileage (_____ miles x Current IRS Rate) (Limit – 200 miles per day)	\$ _____
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$ _____</b>

7. Name of Substitute \_\_\_\_\_

Signed \_\_\_\_\_  
(Teacher)

A.D. \_\_\_\_\_ Principal \_\_\_\_\_  
(When Applicable)

(A final report form must be submitted to the Treasurer immediately upon your return. Board policy limits mileage to 200 miles for reimbursement. Verifying bills or receipts must be secured for registration, lodging, and meals. If you are accompanied by someone, be sure to request separate checks. Accurate measurement of mileage must be made at the time of travel. You will need an approved purchase order.)

8. Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signed \_\_\_\_\_  
(Superintendent)