

OREGON-DAVIS SCHOOL CORPORATION PROFESSIONAL MEETING REQUEST

(to be filled out in duplicate at least two weeks in advance)

Name of Employee:

Place of Meeting/Field Trip:

Day(s)/Date(s)/Year of Meeting:

Days Absent from School:

Name of Conference/Field Trip:

Organization Holding Meeting:

Are you on the program? Do you need a substitute? If less than full day, what periods?

Is the substitute being paid from a grant? If yes, list account number:

Do you have a special committee assignment requiring your attendance?

*ESTIMATE OF EXPENSES

Lodging/Person:	Meals: \$25.00 per day =	Total of Expenses:
Mileage: x \$0.58 =	Other (ex. registration): \$0.00	

Signed:

School:

PLEASE ATTACH XEROXED COPY OF PROGRAM! IT ANSWERS MANY QUESTIONS.

Reason(s) for attending this meeting:

How will this relate to your assignment? I serve as the Title I Program Administrator for the elementary school.

Principal's Signature _____ Recommendation: Approved _____ Not Approved _____

Superintendent's Signature _____ Recommendation: Approved _____ Not Approved _____

One copy will be retained in the Superintendent's office and the other copy returned to you. You are then to make arrangements with your principal for a substitute teacher if one is needed.

*All reimbursements (except mileage) must be accompanied by receipts. Payment will be made only after receipts have been attached to a claim form and submitted to the administration building for approval.

PLEASE NOTE: IF YOU NEED A CHECK FOR PRE-REGISTRATION, you must also fill out a claim form separate from this request and submit it to the administration building at least 1 ½ months before registration deadline.

Checks are written once a month. Prepayment must reach the administration building by the 1st of the month!
Checks are then mailed after the school board meeting – third Wednesday of the month.