

# NORTHWEST SCHOOL DIVISION CONFERENCE REQUEST / EXPENSE CLAIM FORM



<b>Director Requested/Approved</b>
(If Director/Supts are sending the teacher, please have form sent to Director 2 weeks in advance for approval)

<b>School Based (i.e. Inservice)</b>	<b>Teacher Account</b>
(Please have Principal's approval 2 weeks in advance.)	

Teacher / Other: \_\_\_\_\_ School: \_\_\_\_\_  
(please circle appropriate) Staff Name School Name

Conference Requested: \_\_\_\_\_

Location: \_\_\_\_\_ #of days: \_\_\_\_\_ # of Sub Days: \_\_\_\_\_

Start Date & Time: \_\_\_\_\_ End Date & Time: \_\_\_\_\_

**PLEASE ATTACH PROGRAM**

Conference attended (previous school year): \_\_\_\_\_

PLEASE COMPLETE BEFORE ATTENDING CONFERENCE:	PLEASE COMPLETE AFTER RETURNING FROM CONFERENCE:
Relevance to present assignment/improvement targets: _____ _____ _____ _____ Sessions of particular utility that you plan to attend: _____ _____ _____ _____ Projected Expenses: Registration: _____ Meals: _____ Lodging: \$35 Private lodging _____ Transportation: (___ km.) _____ <p style="text-align: right;">TOTAL =====</p> I ___ require transportation I ___ could transport ___ passengers _____ Teacher's / S.A's Signature Date _____ Principal's Signature Date _____ Director's Signature Date (Required only for Director Requested Inservice)	Remarks related to the strengths/weaknesses/value of the inservice: _____ _____ _____ _____ Follow-up plans: (attach sheet if necessary) _____ _____ _____ _____ Actual Expenses (Attach receipts) Registration: _____ Meals(\$10,\$15,\$25): _____ Lodging: \$35 Private Lodging _____ Transportation: (___ km.) _____ <p style="text-align: right;">TOTAL =====</p> _____ Employee's Signature Date _____ Principal's Signature Date _____ Director's Signature Date Office Use Only: <b>1-2-12-160-223-(Teachers)</b> <b>1-2-12-160-224- (Other)</b> _____ - <b>998:</b> Inservice-School Based School code _____ - 950- _____: Administrator PD School code 998-951- _____ Teacher Account 998-951: Board requested 998 - _____: Board Specific _____: Other