

RANTOUL TOWNSHIP HIGH SCHOOL

Rantoul, Illinois 61866



APPLICATION TO ATTEND PROFESSIONAL MEETING

Name _____

Title of Conference _____

Location _____ Meeting Date(s) _____

Indicate participation level in meeting:

_____ Presenter

_____ Participant

Did you attend this meeting last year? _____ Yes _____ No

SUBSTITUTE: Number of day(s) absent _____

Date(s) substitute needed _____

ESTIMATED EXPENSES

Registration Fee.....\$ _____

Transportation.....\$ _____

Lodging.....\$ _____

Meals.....\$ _____

Local Transportation.....\$ _____

Substitute Teacher Salary (\$120 per day).....\$ _____

Other.....\$ _____

TOTAL.....\$ _____

What remuneration for other sources will you receive toward this meeting?

If none, state none) _____

Please Note: If any above items require advance fees, such as registration etc., please note to whom checks are to be made payable. Upon completion of trip, complete travel expense voucher form for reimbursements due.

Teacher

Principal

Team Leader

DEPARTMENT BUDGET CODE: _____ ***SUBMIT IN DUPLICATE