SAN BENITO HIGH SCHOOL DISTRICT

REQUEST FOR CONFERENCE, RELEASE TIME, TRAVEL

REQUEST MUST REACH THE CURRICULUM OFFICE 10 DAYS PRIOR TO CONFERENCE DATE

☐ **Attach Copy of Activity Information** (flyer, brochure, etc.)

Date of Request _____ **Conference Dates** _____ **Number of Days** _____

Name of Requester _____ **Other Employee(s) Participating** _____

Name of Conference _____

Location of Conference: _____ **Address** _____, **City** ____ **State**

Brief Description of Activity: _____

_____

Purpose of Activity: _____

_____

ESTIMATED COSTS

Meals $ _____ **($35/day limit, itemized receipts required)**

Hotel $ _____ **(Conference attendees of the same gender are requested to share a hotel room)**

Round Trip Mileage _____ **(53.5¢ per mile)**

or Transportation _____

Registration $ _____

Substitutes* $ _____ *** Call Human Resources to verify substitute cost.**

Other$ _____

Dates of Release Days _____

TOTAL AMOUNT REQUESTED: $ _____

_____ Program to Charge

_____ Budget Code

$ _____ Amount

FORMS WHICH MUST BE SUBMITTED TO THE CURRICULUM OFFICE

☐ Purchase Order ☐ Substitute ☐ Transportation

The Curriculum Office staff will verify availability of substitutes and sufficiency of funds. Upon approval, a copy of this form will be returned to the requestor.

SIGNATURES REQUIRED:

1) Requester: _____ **Date**

2) Division Chair: _____ **Date**

3) Principal: _____ **Date**

4) Director of Educational Services: _____ **Date**

The above conference request is not required by San Benito High School District and is being initiated at the employee's request. Any time spent outside of regular work hours will not be credited as hours of work.

rev. 3/4/15 dw