



Henderson Knox Mercer Warren ROE #33

PROFESSIONAL DEVELOPMENT AND TRAVEL REQUEST FORM

Employee Name

Position

Name of Conference/Activity

Brief description of Conference/Activity

Date (s) of Conference/Activity

Location

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#### Conference Activity Costs

##### Registration:

(Attach a registration form and other information necessary for registration)

\$ \_\_\_\_\_

##### Travel Costs:

Car Mileage: - \_\_\_\_\_ miles x current mileage rate=

\$ \_\_\_\_\_

Train/Plane Ticket

\$ \_\_\_\_\_

Lodging

\$ \_\_\_\_\_

Other Costs (explain)

\$ \_\_\_\_\_

Total Estimated Costs

\$ \_\_\_\_\_

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Employee Signature

Date

Jodi L. Scott Regional Superintendent

Approved

Not Approved

Source of Funding