

Dolores Schools Re-4A Workshop/Conference Request Form

Must be submitted 2 weeks prior to conference

Name:	Today's Date:
Name of Conference:	
Date(s) of Conference:	Conference Site:
Registration Fee: \$ (please attach a complete copy of the registration)	
Cash: (For Meals, Parking, etc.)	Meals: Yes (how many) No
Parking: Yes No (please return receipts for meals and other expenses)	
Room Reservations: Yes (please give the dates for reservations)	
Arriving Date:	Departing Date: No reservation needed
If available do you wish to stay at the conference site: Yes No	
Additional requests (non-smoking etc):	
<i>To reserve a vehicle please fill out a vehicle request form and submit it to the transportation department.</i>	
Gas Credit Cards: Yes No	
Airline Tickets: Yes No	
Departure date/ time:	Return date/ time:
Car Rental: Yes No	
The cost of the conference will be taken from which account:	
Any additional reimbursement:	
Describe the content and benefits of this conference:	
Employee Signature:	Date:
Principal Approval:	Date:
Superintendent Approval:	Date:
<i>The day before departure for the conference please come by the district office and pick u any checks, credit cards, etc. that have been requested. Don't forget to submit vehicle requests to the transportation department.</i>	