

EAST AMWELL TOWNSHIP SCHOOL
REQUEST TO ATTEND WORKSHOP, CONFERENCE OR CONVENTION
(Application as per Article XXII-A of the Teachers Contract Titled: Conventions and Workshops)

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Function: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

General Nature of Activity and Reason for Attending: (circle one)
1=Staff Training & Seminar 2=Convention/Conference 3=Regular District Business 4=Retreat

Your interest in attending: (Please be specific)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

ANTICIPATED TRAVEL EXPENSES:

Table with 2 columns: Expense Category and Amount. Rows include Registration Fee, Round trip mileage, Tolls, Lodging, Meals, and Total Estimated Fees.

NOTES: 1) All travel and travel related expense reimbursement must be in accordance with N.J.A.C.6A: 23B. Travel Policies and rates of reimbursement governed by the contractual agreements and by the New Jersey Department of Treasury (NJOMB Circular A-87).

2) This form, along with a copy of the brochure describing the function (if available) must be submitted to Administration NO LATER THAN 30 DAYS PRIOR TO THE DATE(S) OF THE FUNCTION.

Staff Signature: \_\_\_\_\_

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Office Use Only

Date received by Administration: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_
Date of Board approval: \_\_\_\_\_ (Must be prior to event date)
If approved, Date written Summary submitted: \_\_\_\_\_

Date \_\_\_\_\_ Principal Signature \_\_\_\_\_

Date \_\_\_\_\_ Superintendent Signature \_\_\_\_\_