

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: _____

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 _____