

Dutchess BOCES

CONFERENCE/WORKSHOP ATTENDANCE REQUEST

Please check the appropriate box:

OVERNIGHT CONFERENCE

(Must be approved at least 7 days prior to date)

SAME DAY CONFERENCE

(Must be approved at least 3 days prior to date)

Date of Request : _____

I, _____ request permission to attend

(Conference/Workshop) _____

to be held at (location, city, state) _____

on the following date(s) _____

Reason for attendance: _____

Report will be made to: _____

Reason for Overnight:

Distance _____

Early/Late Session _____

Other _____

Reason for Extra Day(s): (attach documentation)

Discount Fare _____

Other _____

My Estimated Expenses are:

Receipts Required

Pending or PO #:

Transportation: \$ _____

Registration: \$ _____

Lodging: \$ _____

◆ Meals: \$ _____

Tolls: \$ _____

Other Expenses: \$ _____

Total Estimated Expenses: \$ _____

◆ Maximum \$50.00/day

Budget Code(s): _____ \ _____ \ _____

Please refer to Administrative Regulation #6700 for specific guidelines and required submission procedures

_____ \ _____ \ _____

APPROVED

DISAPPROVED

APPROVED

DISAPPROVED

Program Supervisor

Assistant Superintendent for Business Services

Date

Date

This form is no longer a 4 part NCR form. It is available on the Dutchess BOCES website. When approved by the Asst. Supt., copies will be distributed as follows: Human Resources; Business Office; Program Supervisor; Applicant