

# Watchung Borough School District

## REQUEST TO ATTEND PROFESSIONAL WORKSHOP

- ★ Workshops/conferences must be approved by the superintendent prior to registering in order to be eligible for payment with board of education funds.
- ★ Within 30 days of the conclusion of the workshop/conference, a brief report describing the purpose, key issues addressed, and relevance to improving instruction and/or operations of the district.

Name: \_\_\_\_\_ Location (circle one): Bayberry Valley View District

Workshop Sponsor: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Workshop Location: \_\_\_\_\_ Workshop Date(s): \_\_\_\_\_

Relevance to Job Responsibilities: \_\_\_\_\_

Workshop Costs (include all expenses for which you may seek reimbursement):

DESCRIPTION	CALCULATION	COST	FUNDING SOURCE
			District / PTO / WEF / Title I / Title II Other (please specify)
Registration Fee			
Mileage (\$.35/mile)			
Tolls			
Parking			
Hotel *attach <a href="#">GSA per diem rates</a>			
Meals (first & last day = 75%) *attach <a href="#">GSA per diem rates</a>			
Other:			

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Board Approval Required    Yes     BOE Date: \_\_\_\_\_    No

\_\_\_\_\_  
Staff Member                      Date                                      Business Administrator                      Date

\_\_\_\_\_  
Immediate Supervisor                      Date                                      Superintendent                      Date