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): _____

Substitute Required (Circle) Yes or No

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			
Tolls			
Parking			
Hotel			
Meals (first & last day = 75%) *attach GSA per diem rates			
Other:			

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