



# **Henderson Knox Mercer Warren ROE #33**

## PROFESSIONAL DEVELOPMENT AND TRAVEL REQUEST FORM

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Conference/Activity

\_\_\_\_\_  
Brief description of Conference/Activity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date (s) of Conference/Activity

\_\_\_\_\_  
Location

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### Conference Activity Costs

#### Registration:

(Attach a registration form and other information necessary for registration)

\$ \_\_\_\_\_

#### Travel Costs:

Car Mileage: - \_\_\_\_\_ miles x current mileage rate=

\$ \_\_\_\_\_

Train/Plane Ticket

\$ \_\_\_\_\_

Lodging

\$ \_\_\_\_\_

Other Costs (explain)

\$ \_\_\_\_\_

Total Estimated Costs

\$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jodi L. Scott Regional Superintendent

Approved

Not Approved

Source of Funding