

**IRONTON CITY SCHOOLS
ATTENDANCE REQUEST FOR EDUCATIONAL MEETINGS
WORKSHOPS OR CONFERENCES**

APPLICATION MUST BE SUBMITTED AT LEAST FIVE DAYS PRIOR TO MEETING DATE

Name of meeting: _____

Location of meeting: _____

Date(s) of meeting: _____

Educational purpose: _____

Sponsoring agency: _____

List anticipated line item expenses if such is to be considered for payment by the Ironton City Board of Education. Indicate "0" if no expenses are to be incurred. PLEASE NOTE: A purchase order number must be assigned prior to incurring any expenses related to this request.

Travel _____	\$ _____	
(\$0.655 per mile)		

Meals _____	\$ _____	
(\$9. Breakfast; \$11. Lunch; \$18. Dinner)		

Lodging _____	\$ _____	
		(Lodging Payable To) _____

Incidentals _____	\$ _____	
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Registration Fees _____	\$ _____	
		(Registration Payable To) _____

TOTAL	\$ _____	
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Please contact Angela Blankenship at (740) 646-8540 if a substitute will be necessary to cover in your absence.

Receipts for expenses incurred must be submitted within thirty (30) days of the conclusion of the meeting.

Date of application: _____	_____
	Signature of Applicant

Action Taken: _____	_____	
	Signature of Principal/Supervisor	Date

_____	_____	
	Signature of Assistant Superintendent	Date

Fund: _____