

REQUEST TO ATTEND CONFERENCE OR TRAVEL ON COUNTY BUSINESS

(Please read instructions before completing this form.)

1. ATTENDEE: _____ 2. JOB TITLE: _____ 3. JOB SITE: _____

4. CONFERENCE TITLE: _____

CONFERENCE LOCATION: _____

5: DATES: From: _____ To: _____ 6. DEADLINE FOR REGISTRATION: _____

7. EXPENSES WILL BE PAID BY: Self _____ County Office _____ Other _____

8. Registration: \$ _____ By Self _____ By County _____
 Other _____
 Vendor _____
 (name) _____
 (address and phone #) _____

8. Lodging: \$ _____ By Self _____ By County _____
 Other _____
 Vendor _____
 (name) _____
 (address and phone #) _____

8. Transportation: \$ _____ By Self _____ By County _____
 Other _____
 Plane _____ Train _____ Auto _____ Other _____
 _____ Miles @ _____ ¢

8. Food/Other Reimbursement \$ _____

8. Substitute Cost \$ _____

9. Total Cost _____

10. Advance Requested (Total estimated expense exceeds \$25.00) _____ x 75% = _____
Advance Allowed

Budget Codes: _____

WAIVER OF EMPLOYEE EXPENSES AND HOLD HARMLESS STATEMENT

Upon approval of this request I agree to attend the activity herein described at my own expense except as noted otherwise; further, I accept full responsibility for all my acts in attending said activity and hold Sutter County Superintendent of Schools harmless from any and all liability whatsoever. I have read and understand the instructions.

10. _____
 Signature of Attendee

 Date

Signatures:

11. _____
 Site Administrator

 Date

12. _____
 Program Administrator

 Date

13. _____
 Superintendent or (designee)

 Date