

PYMATUNING VALLEY LOCAL SCHOOLS

5445 Rt. 6 W., Box 1180, Andover, OH 44003

**APPLICATION FOR PROFESSIONAL CONFERENCES, SCHOOL BUSINESS, AND REIMBURSEMENT VOUCHER:
PLEASE COMPLETE THIS SECTION BEFORE ATTENDING CONFERENCE**

Name _____

Building _____

Name of Conference/Meeting/Activity _____

Is this a (check one) _____

Professional
Development Conference

School Business Meeting?

Location of Conference _____ Date(s) of Your Attendance _____

Date(s) of absence from school sessions _____

Is a substitute required? _____ Which dates? _____ Total # of Days _____

ESTIMATED EXPENSES (Be specific):

Reimbursement will require all necessary receipts--for lodging for over-night stay as well as meals and registrations.

Mileage:	_____ miles	@ \$0.725 cents per mile, if applicable	\$ _____
Per Night Rate:	Number of Applicable Nights _____ (Must be an overnight Trip)	@ UP TO \$100.00 per night	\$ _____
Meal Rate: only for meals not part of registration fees	Number of Applicable Days _____	@ UP TO \$27.00 per day	\$ _____
Registration Fee: if applicable	To be paid before event? <u>Y</u> <u>N</u> ; or staff member will pay and bill PVBOE <u>Y</u> <u>N</u>		\$ _____

Why are you interested in attending this conference/meeting? _____

Employee Signature _____

Approved: _____

Principal or Supervisor

Application Date _____

Superintendent

Approval Date _____

EXPENSE VOUCHER-MUST CORRESPOND WITH WHAT HAS BEEN APPROVED ABOVE:**COMPLETE THIS SECTION AND RETURN ENTIRE FORM AND RECEIPTS TO SUPERINTENDENT'S OFFICE WITHIN 2 WORK DAYS OF YOUR RETURN.**

Receipts for all lodging, meals and registration fees must be attached to this form.

Mileage: _____ miles	@ \$0.725 cents per mile	\$ _____
Per Night: _____ nights	@ UP TO \$100.00 per night (only on an overnight trip)	\$ _____
Meal reimbursement (not to exceed \$27.00 daily)		\$ _____
Registration Fee:		\$ _____

Employee Signature _____

Total \$ _____

Date _____

Approved: _____
Superintendent or Treasurer

PLEASE TAKE A MOMENT TO COMPLETE ATTACHED EVALUATION OF EVENT AND RETURN WITH EXPENSE VOUCHER. THANK YOU.