

**REQUEST TO ATTEND A CONFERENCE
TRAVEL AUTHORITY
ITHACA CITY SCHOOL DISTRICT**

*Please visit [Per Diem Rates | GSA](#) for all *Maximum* reimbursement rates

1. **Name:** _____ Today's Date: _____ (**Submit 30 days prior to event**)

2. **Position and School:** _____

3. **Name of Conference:** _____

4. **Location and Date(s) of Conference:** _____

5. **Conference Fee(s):** \$ _____ **Did you pay the conference fee(s)?** YES ___ NO ___
Include Your Receipt- Reimbursements are processed once the event is completed.

6. **Have you registered?** YES **Include your confirmation information**
NO **Include a *filled out* registration form and event brochure**

7. **Estimate of transportation:** \$ _____ Include a point to point online mapping tool printout for mileage reimbursement.
Method of travel Own Car Riding w/ other staff Other

You must submit a flight confirmation including payment confirmation if you've booked a flight.

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9. **GSA Allowed Reimbursement for housing:** \$ _____ **Submit reservation confirmations.**
Event must be at least 75 miles away **You must make your own flight and/or hotel reservations

10. **GSA Allowed Reimbursement for meals:** \$ _____ **KEEP ALL YOUR *ITEMIZED* RECEIPTS**

Total Cost of Trip: \$ _____

Reimbursements are processed once the event is completed and you have proof of attendance.

Principal/Supervisor Signature _____ **Date:** _____ **Budget Code:** _____ **Amount Approved:** _____

Add Budget Code for me to use!

----- \$ -----

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Please briefly explain how attending this conference will assist you in working toward one or more of the following goals:

- ICSD Board of Education/District Goals for this year
- Your building School Development Plan goals
- Your individual professional goals

Please describe any additional benefits from attending this conference:

Describe how you will share the information you received from attending this conference. Please be specific about the audience and the means of sharing:

Signature of Applicant: _____

Building Assignment: _____

Submit to Marta in the Business Office with all supporting documents, signatures and budget codes. Question? Please contact marta.costapott@icsd.k12.ny.us 607-274-2121