

EASA National Travel Funding Request Form
(Submit prior to accessing funds)

National Conference/Out-of-State Training Attendance

The district supports the cost of certificated administrators each year to attend national conferences or out-of-state training with a maximum allowable of \$2,500. A rotation list has been established so that principals and assistant principals have the opportunity to attend every three years. New principals or assistant principals will not be eligible in their first year of employment. Travel requests should be submitted to the executive director of human resources for coding and prior approval. Members are required to follow district travel procedures for conferences, workshops, and travel per Board Policy 6213.

Please provide the name and dates of the conference, estimated costs up to \$2,500 and submit this form with descriptive supplemental materials to the executive director of human resources. A Travel Request will also need to be completed following district established travel guidelines.

Date: _____

Name: _____ School/Department: _____

Conference _____ Cost: _____

Travel (air, hotel, parking, per diem) _____ Cost: _____

Total Cost: _____

Once approved, Human Resources will provide the appropriate budget code(s) for the Travel Request, conference registration and/or reservation.

☐ Share allotment with: _____
Name / School/ Dept.

Employee's authorizing signature:

Office use only:

Funding verified: _____ Date: _____ Amount: _____

Budget Code: _____

Notification and/or budget information for payment provided to employee: _____