



LIVINGSTON PARISH PUBLIC SCHOOLS REQUEST TO ATTEND CONFERENCE

All employees must complete and submit a Request to Attend Conference prior to registration and before any travel arrangements are made. Please allow at least two weeks for this approval process.

Name of Attendee:	
School or Department:	
Name of Conference:	
Dates of Conference:	
Type of Conference:	<input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National
Registration Expenses:	
Lodging Expenses:	
Transportation Expenses:	
Meal Expenses:	
Funding Source:	

All expenses will be based on guidelines listed in the LPPS Travel Regulations.

What is the purpose for attending this conference?	
What evidence will be seen that the information gained will be used in your daily work at the district or school level?	
What is your redelivery time frame?	
How will follow up to the school(s) or district take place?	

By signing below, the employee acknowledges and agrees to abide by Livingston Parish Public Schools' Travel Regulations and Standard of Personal Conduct.

Employee Signature: _____ Date: _____

Approvals must be granted and signed in the following order. Final approval granted pending funding source.

	Approval Granted	Denied
1. Superintendent/Asst. Superintendent Name: _____	_____	_____
2. Direct Supervisor Name: _____	_____	_____
3. Funding Source Supervisor (Carl Perkins, IDEA, Title II, etc.) Name: _____	_____	_____