

**Brunswick (Brittonkill) Central Schools
Conference Request Form**

1. **Do not** register before approval or district will not reimburse the registration fee.
2. After attending the conference, submit all original receipts with claim form for reimbursement.
3. Submit a copy of certificate of completion for in-service credit.
4. Submit a claim form for meal advance payment at least 3 weeks prior to the conference.

Participant's Name _____

Conference/Course Title _____

Location of Conference/Course _____

Date _____ Length of Conference _____ (hours)

Curriculum Application _____

Do you hold a Professional Teaching Certificate or Level III Teaching Assistant Certificate requiring 175/75 hours of professional development? Yes No

Is this conference outside of the school day? Yes No Both inside and outside of the school day

In-Service Credit Requests:

In-service Credit (outside of school day, prior approval and participant pays all registration fees). Attach a copy of the course description along with an explanation of how this course is related to your teaching and will benefit the district. After course is completed, submit certificate of completion to receive credit.

Total In-service hours requested _____

Estimated Conference Costs:

Substitute Requirements: No Yes (If yes, indicate the number of days) _____

Conference Registration Fee \$ _____

Private Vehicle/ Estimated Mileage (required for reimbursement) \$ _____

Other Transportation cost (receipt required) \$ _____

Tolls (receipt required) \$ _____

Lodging, meals and/or parking (receipt required) \$ _____

Total Estimated Expenses \$ _____

Participant's Signature _____ Date _____

For Review/Approval of Building Principal and Superintendent

Building Principal _____ Date _____

Budget Code _____

Superintendent _____ Date _____

Conference: Approved Denied Comments _____

In-Service Credit hours: Approved Total hours _____ Denied

Final Approval for In-Service Credits for payroll

Superintendent _____ Date _____

Copies to: Superintendent Business Office Building Administrator Employee