



LOUISVILLE PUBLIC SCHOOLS

PROFESSIONAL LEARNING REQUEST TO ATTEND A CONFERENCE

Name _____ Position _____

Birth date (if flying) _____ Email _____

(attach a copy of the conference flyer & completed registration form)

Location _____ Date(s) _____

(any out of state, excluding Council Bluffs must be pre-approved by the Superintendent)

Specific purpose for attending conference _____

*A PROFESSIONAL LEARNING APPLICATION PLAN OF THE SESSIONS ATTENDED IS REQUIRED AND MUST BE PROCESSED WITH THE ATTENDEE'S IMMEDIATE SUPERVISOR WITHIN 3 DAYS OF THE PROFESSIONAL LEARNING EVENT. COPIES OF THIS PLAN ARE AVAILABLE FROM YOUR IMMEDIATE SUPERVISOR AND WILL BE ATTACHED TO YOUR PROFESSIONAL LEARNING CONFIRMATION.

***ALL PROFESSIONAL LEARNING ARRANGMENTS WILL BE MADE BY THE
DIRECTOR OF LEARNING**

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*District Car (circle to request) – Dates of Travel _____ Pick-up/Drop-Off Times _____

*Registration Cost - \$ _____ **Include completed registration form. If available on-line, print blank registration form, fill out, and attach to this request.**

*Hotel Cost - \$ _____ (appx.) Check-In Date _____ Check-Out Date _____

*Flight Cost - \$ _____ (appx.) Dates of Travel _____ Preferred Times _____

Total Cost - \$ _____ (appx.)

APPLICANT'S SIGNATURE _____ **Date** _____

Immediate Supervisor Signature _____

Director of Learning Signature _____

**You must include all detailed receipts for any expenses incurred. You will not be reimbursed for any receipts that are lost.

**A request to attend a conference must be submitted to the Director of Learning no less than 2 weeks before the date of the event. Any expenses incurred must be submitted to Accounts payable within 2 weeks of return.