

SUPPORT PERSONNEL
REQUEST FOR WORKSHOP COURSE CONFERENCE FORM

NAME: _____

Name of workshop, or conference (circle one) _____

How will this workshop, course, or conference assist you with your job responsibilities?

Sponsored by: (name of agency) _____

Scheduled to be held on the following date(s): _____

I am requesting reimbursement for related expenses (registration fee or tuition).....yes no

The amount requested is \$_____ for _____

It will be required that I am absent from work on the following date(s) and time period(s): _____

I have reviewed with my immediate supervisor why I would like to attend this workshop...yes no

My immediate supervisor supports my attendance..... yes no

This workshop, conference; or course is offered during my normal work hours..... yes no

I am requesting to be paid for the hours attended..... yes no

These hours are outside my normal work hours and I am requesting in lieu of pay for each hour attended that I be granted on hour of credit towards an accumulation of fifteen hours for each hour in attendance yes no

It needs to be understood that only workshops, conference, and courses attended outside your normal work hours may be credit towards an accumulation of fifteen hours. In addition, attendance at such activities, even if outside your normal work hours, may not be counted towards the accumulation of fifteen hours if you received pay for attendance.

ATTENDANCE APPROVED: _____ ATTENDANCE DENIED: _____

Reason for denial: _____

APPROVED with the following conditions: _____

APPROVED Reimbursement: \$ _____ APPROVED as paid time: yes no

APPROVED as credit towards fifteen hours: yes no Number of credits: _____

Supervisor/Principal: _____ Date: _____

Verification of completion received on (date) and approved by: _____