

# Request for Attendance at Professional Meetings, Workshops, Institutes, etc.

1) Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

2) Nature of activity (Describe Fully):

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3) Location of activity (Place, City, and State):

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4) Sponsor (Identify by indicating complete name and affiliation. Do not abbreviate organization names.):

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5) Date: \_\_\_\_\_ (From): \_\_\_\_\_ to \_\_\_\_\_

6) *Estimated cost to Merton School*

Type of transportation: \_\_\_\_\_

Registration fee: \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ (for): \_\_\_\_\_

(Mileage requests need to be completed on separate form)

Total \$ \_\_\_\_\_

7) Goals in Attending:

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