

BERKSHIRE BOARD OF EDUCATION  
REQUEST FOR PERMISSION TO ATTEND  
PROFESSIONAL MEETING  
(WHITE PAPER)

If your request is approved and expenses are the reimbursed, you MUST submit a purchase order for those expenses in the month that the expense occurred. Expenses will not be reimbursed if a purchase order is submitted after the fact.

NAME: \_\_\_\_\_ DATE OF MEETING: \_\_\_\_\_

TIME OF MEETING: \_\_\_\_\_

POSITION: \_\_\_\_\_ BUILDING: \_\_\_\_\_

NAME OF MEETING: \_\_\_\_\_

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ANTICIPATED EXPENSES:

	Registration	\$	_____
	Hotel Expense	\$	_____
Meals (one day meetings do not qualify)		\$	_____
	Parking	\$	_____
	Mileage	\$	_____
	<b>Total:</b>	\$	_____

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Approved  
 Not approved

Signature of Superintendent: \_\_\_\_\_

Approved  
 Not approved