

Oil City Area School District

Request and Voucher
To Attend Conferences, Seminars, and Other Educational Meetings

Name _____ Name of Meeting _____
Location _____ Sponsoring Organization _____
No. of Days from Duties _____ Dates of Meeting _____

Justification (attach any descriptive information):

Is this request being funded other than by school district funds? _____
If so, how? _____

Name of Substitute

Date(s) _____

Date(s) _____

Date(s) _____

Estimated Expenses		
Travel	_____ miles X	\$ _____
Meals		_____
Lodging		_____
Registration		_____
Tips		_____
Other Expenses		_____
Total Estimated Expenses		\$ _____

Actual Expenses		
Travel	_____ miles X	\$ _____
Meals		_____
Lodging		_____
Registration		_____
Tips		_____
Other Expenses		_____
Total Actual Expenses		\$ _____

Recommended by:

Explain reason for any "major" discrepancy
between Estimated and Actual Expenses:

Building Principal (if applicable)

Superintendent

Date

Employee's Signature

Date

Please complete the form and print a copy to submit to your building principal for approval.