

## **Conference Request Procedures**

*(Conferences, Workshops, Meetings, Training, and  
Other Professional Development Opportunities)*

### **COMPLETION/SUBMISSION OF REQUEST PROTOCOLS**

#### **1. Verbal Approval: Informational Only - Not an initial requirement**

- a. Verbal approval from the Administrator/Supervisor
- b. Provides consent to begin the required paperwork process and submission of necessary forms and documentation

#### **2. Form Completion:**

- a. Individuals need to complete the appropriate request form and submit to their direct supervisor
- b. [MSAD #58 Request for Approval to Attend: Conferences, Workshops, Meetings, Trainings, Other PD](#)
  - i. Required Information Includes (As Applicable):
    1. Registration Cost
    2. Travel Expense
    3. Meal Expense
    4. Lodging Expense
    5. Substitute Required
    6. Sign form (requester)

#### **3. Administrator/Supervisor Approval:**

- a. Administrator/Supervisor or Administrative Assistant will identify the appropriate budget resource, verify funding availability, and indicate appropriate code on the form
- b. Administrator/Supervisor will approve the written request with signature and date
- c. Forward to the Central Office for final approval - at least two (2) weeks prior to the event

#### **4. Final Approval:**

- a. Superintendent will:
  - i. Indicate if permission is granted by signing and dating the request
- b. Business Manager will:
  - i. Scan approved request to:
    1. The individual, Administrator/Supervisor, Administrative Assistant
    2. If grant funded the Business Manager will create a PO