

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