

HDTA

REQUEST FOR AUTHORIZATION FOR CONFERENCE ATTENDANCE

NAME OF MEMBER: _____

DATE SUBMITTED: _____

SCHOOL or ASSIGNMENT: _____

CONFERENCE TITLE: _____

LOCATION: _____

DATES OF ATTENDANCE: (from) _____

	Total Estimated Expenses
Registration	_____
Meals	_____
Lodging	_____
Mileage 62.5 ¢/mile	_____
Airline Tickets	_____
Sub at \$140/day	_____
Other (explain)	_____
TOTAL	_____

Please explain on a separate paper your reasons for wanting to attend this conference and attach to this request for authorization. After January 1, 2019, only one conference per school year will be considered per unit member. Please forward all documentation to Darren La Rue HDTA Treasure at Golden Valley High School. This form must be received at least 45 days before the 1st day of the conference.

I hereby agree to summarize my experience at the conference, pass on knowledge learned, and distribute copies of pertinent information to interested teachers. This sharing will take place at a time and location mutually agreed upon between Association leadership and myself.

Signature of Member/Date

Approval of President/Date

Approval of Treasurer/Date

HDTA is glad to support our members' desires to improve and increase their knowledge and classroom practices. However, HDTA requires that all conference attendance requests be first brought to your site principal to determine if the district or the site will be willing to pay for this endeavor.

This request will not be paid for by either the site or the district.

Site or District Administrator/Date