

**PROCEDURE**

Complete Section "A" and forward request to your Supervisory Officer, Principal, Manager or designate. All conferences or events outside Ontario, authorization is required from the Director of Education or Superintendent of Business Services. A copy will be returned to you upon approval. Upon return from the conference, complete a *Monthly Expenses and Reimbursement Form*, attach the approved *Out of Ontario Conference Application Form and Expense Authorization*, the conference agenda/registration form and all appropriate receipts and submit to your Supervisory Officer, Principal, Manager or designate for payment authorization.

A. APPLICATION:

Name: _____ Title: _____

Conference: _____

Location: _____

ESTIMATED COSTS:

Registration: _____

Transportation: _____

Hotel: _____

Meals: _____

Parking: _____

Other: _____

Total: \$ _____

Nature of Conference:

Rationale for Attendance:

G/L Account

Cost Centre

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____

Form 510B

Out of Ontario Conference Application & Expense Authorization



Signature of Applicant: _____

Date: _____

Approval of Appropriate Supervisor:

Signature: _____

Date: _____

Approval of Director/Superintendent of Business Services: (if required):

Signature: _____

Date: _____