

6539 Summit Road Pataskala, Ohio 43062 (740) 927.6926

www.LHSchools.org

Request to Attend Professional Meeting

Name	School
Dates of Meeting	Location
Purpose of Professional Meeting	
Estimated Expenses	Actual Expenses
Transportation	Transportation
Lodging	Lodging
Registration fee	Registration Fee
Mileage	Mileage
Meals	Meals
Other	Other
Total Estimate	Total Actual
Employee Signature	Date
Treasurer Approval	
Curriculum Director Approval	Purchase Order Number
Superintendent Approval	

APPROVALS MUST BE THREE (3) WEEKS PRIOR TO MEETING DATE SUBMIT ONE (1) COMPLETED COPY TO THE TREASURER WITHIN TWO (2) WEEKS OF MEETING