

Procedure
Workshop/Meeting Request Form
Revised December 2, 2009

Requests to attend workshops or meetings must be made on this form and given to your immediate supervisor at least two weeks prior to the date being requested. Attach this form to your completed registration form, if applicable.

Name: _____

**Workshop / Meeting
Request Approval**

Workshop or Meeting:

This request to attend a workshop or meeting is approved/not approved as follows:

Sponsor: _____

- Your time at this class will be paid.
- Your time at this class will not be paid.

Date: _____ Time: _____

- Your expenses as submitted are approved.
- Your expenses as submitted are not approved – further information is attached.

Costs: Staff members may be reimbursed with prior approval and upon submission of receipts to the Executive Director. Please list all costs for which you request the library pay or reimburse you:

Registration Fee	
Transportation expense (parking, tolls, mileage (estimate miles via mapquest.com) airfare, other)	
Meals, if not included and appropriate	
Lodging	
Any Other Expense	

**This Section For
Department Head Use Only**

If registration fee is under \$50 and the class is high-demand, supervisor may register staff member without waiting for Director approval. Note that funding may be exhausted before the end of the calendar year.

Attendance at professional meetings is generally considered “working time” with limits set by the Executive Director dependent on budget, schedules, and distance from the Library.

Supervisor Initials:

Please check one:

- I am requesting time at this class to be paid.
- I am not requesting time at this class be paid.

Date Received by Supervisor:

Employee Signature Date

Date Supervisor called registration in (if applicable):

Supervisor Approval Date

And/or date registration mailed:

Director Approval Date
Account: _____

Date logged on staff calendar (ME):
