



Unified School District 422
Kiowa County Schools
710 S. Main St.
Greensburg, KS 67054

ATTACH CONFERENCE INFORMATION (EMAIL, FLYER, MAILING, ETC.) WITH YOUR APPLICATION. CONFERENCE APPROVAL MUST BE COMPLETED BEFORE APPLICANT ATTENDS THE CONFERENCE.

USD 422 CONFERENCE APPLICATION

Conference Title: _____

Conference Date: _____

Conference Location: _____

Conference Time: _____ AM _____ PM _____ All Day

Will You Need a Sub? YES NO

District Transportation? YES NO

Conference Applicant Name: _____

Please list reasons why you would like to attend, and how the conference will benefit your position:

NOTE: If you need district transportation, please attach a Transportation Request to this form.

DISTRICT REIMBURSEMENT

If seeking District reimbursement, complete the projected cost information in the left column. After attending the conference, please complete the actual cost information in right column, attach receipts, and return to the Office of the Superintendent.

Projected Cost:

Actual Cost:

REGISTRATION

MEALS

HOTEL

OTHER COSTS*

*Please Identify Other Costs:

ADMINISTRATIVE APPROVAL

Applicant Signature

Date

Principal Signature

Date

Superintendent Signature

Date