



Application to Travel and/or Attend a Conference

Last Name: _____ First Name: _____

Building/Department Name: _____ Position: _____

Name of the Event: _____ Date(s) of the Event: _____

Event Location: _____ Date(s) of Travel: _____

What is the estimated cost of the event, including registration, travel, meals, and lodging: _____

How will this event benefit your current position?

How does this event align with your department/district goals and/or the strategic plan?

How and when do you plan to convey the information you acquired with the district?

Will your absence require a substitute? Yes _____ No _____

Will you receive an honorarium, stipend, or compensation? *Yes _____ No _____

 Employee Signature Date

 Supervisor Approval Date

 Deputy Superintendent for Education Services Approval Date

 Assistant Superintendent for Business Services Approval Date

*An employee cannot simultaneously receive compensation from both BPS and a 3rd party for the same day worked. In the event you do receive compensation from a 3rd party for your work at a conference on a regular work day either as a participant or presenter, that compensation must be remitted to BPS.