

WOODLAND HILLS SCHOOL DISTRICT  
CONFERENCE/MEETING/WORKSHOP DESCRIPTION

**PROFESSIONAL CONFERENCE/MEETING/WORKSHOP INSTRUCTIONS**

To apply for approval, fill in all information except the "Amount Spent" column. Have your principal or supervisor approve and sign where indicated, and submit your request to the Superintendent.

You will receive a letter from the Superintendent indicating whether your request has been approved or denied. If an advance is needed, please specify the amount and date needed. **The Business Office must be notified at least thirty (30) days prior to an advance being issued.**

Within ten (10) days of your return, total your receipts by category (food, lodging, registration, etc.) and place those totals in the "Amount Spent" column. Attach original receipts to one (1) copy of the request form and return to the Business Office. If an advance was issued, send a check made out to Woodland Hills School District for any unused monies.

The School Code requires receipts for all items where receipts can be obtained, such as registration, tolls, transportation, lodging, meals, parking, etc.

**YOU MUST SUBMIT ORIGINAL ITEMIZED RECEIPTS TO RECEIVE REIMBURSEMENT.  
CREDIT CARD RECEIPTS WILL NOT BE ACCEPTED.**



**WOODLAND HILLS SCHOOL DISTRICT  
CONFERENCE/MEETING/WORKSHOP DESCRIPTION**

PLEASE PRINT

Name: \_\_\_\_\_

School/Building: \_\_\_\_\_

Conference/Meeting/Workshop: \_\_\_\_\_

Date(s): \_\_\_\_\_

*At the Principal/supervisor's or District's request, I understand that approval of this request may require me to share the information received at this conference with staff.*

**How is this conference/meeting/workshop going to enhance your knowledge to increase student achievement or enhance the District's programs of services?**

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**How will you share information gained from this experience with your colleagues?**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date