

PITTSBURG UNIFIED SCHOOL DISTRICT APPLICATION TO ATTEND AN EDUCATIONAL EVENT

<p>APPLICATION DATE: _____</p> <p>FORM ORIGINATED BY: _____</p> <p>SITE/DEPARTMENT: _____</p> <p>DATE/S OF EVENT: _____</p> <p>COMPLETE NAME OF EVENT: _____</p> <p>EVENT CITY and STATE: _____</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ✓ One application per conference / event ✓ Submit at least 2 weeks prior to date of event ✓ Attach event flyer with completed application ✓ Send completed application to Business Services <p>FYI - KEEP A COPY..... Approved copy will be returned to originator, this form along with conference backup must be submitted with reimbursement claim forms</p>
If out of state, board approval date: _____	

Name of people attending (You may list more than one person per line)	SITE/S	SUB REQUIRED	SPSA Plan Pg #
		YES or NO	
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

****School Sites****
If using categorical funds remember to enter the **SPSA** plan page number in the space above.

PAYMENT INFORMATION (to be completed by originator)

<p>EVENT COST: \$ _____</p> <p><i>The estimate above is per person - Include all costs - registration, flight, substitute, hotel, etc.</i></p>	<p>Payment will be made by:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Cal Card (Enter Last Name)</p> <p>_____</p> </div> <div style="width: 40%;"> <p style="text-align: center;">Purchase Order #</p> <p>_____</p> </div> </div>
<p>CONFERENCE SACS: <i>Object 5200</i></p> <p>_____</p>	<p><input type="checkbox"/> CONFERENCE _____</p> <p><input type="checkbox"/> FLIGHT _____</p> <p><input type="checkbox"/> HOTEL _____</p> <p><input type="checkbox"/> CAR RENTAL _____</p>
<p>SUBSTITUTE SACS: <i>Object 1170</i></p> <p>_____</p>	

APPROVALS:	DATE:
Administrator _____	_____
Categorical Director _____	_____
Business _____	_____

Flyer / Conference Information Attached
 Verified SPSA Plan
 Funding Confirm Flyer Attached

Distribution - Copy: Originator **Completed Approved Original:** Accounting (with event flyer) **Copy:** Conference Attendee

FYI - Conference Attendee - when requesting a reimbursement for conference expenses, a copy of this approved application must be submitted with any reimbursement requests. Please refer to PUSD AR 3550 for guidelines regarding travel expenses.

MUST ATTACH THE FLYER or REGISTRATION INFORMATION WITH THIS APPLICATION - KEEP A COPY FOR YOUR RECORDS!