|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant: |       | Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position: |       | Location: |       |

|  |  |
| --- | --- |
| Conference Title: |  |

|  |  |
| --- | --- |
| Location of Conference: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Conference: From: |  | To: |  |

|  |  |
| --- | --- |
| Reason for attending: |  |

|  |  |
| --- | --- |
| Relationship of Conference to Division’s needs: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If attending a specialist council, please check one: | **☐** | Member | **☐** | Non-member |

|  |
| --- |
| **EXPENSES** |
| Registration Fee (do not include membership fees) | **$** |

|  |  |
| --- | --- |
| Accommodation (maximum $150.00 + GST per night) | **$** |

|  |  |
| --- | --- |
| Flat Rate ($50.00 per night) | **$**  |

|  |  |
| --- | --- |
| Flights | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **MILEAGE:** | **ATA** |  |  |
|  |  | Full mileage @ $0.53/k |  |  | **$** |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEALS:** | **ATA** |  |  |
| Breakfast: |       | $15.00 |  |  | $      |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lunch: |       | $20.00 |  |  | $      |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dinner: |       | $30.00 |  |  | $      |

**Miscellaneous Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
| Explain: |  |  | **$** |

|  |  |
| --- | --- |
| **Total Cost:** | **$** |

|  |
| --- |
| **APPROVAL OF SUPERVISOR** |

**Release Time:**

|  |  |  |  |
| --- | --- | --- | --- |
| From: |  | To: |  |

**(Complete and attach a Leave Application Form)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Principal’s Approval** |  | **Date** |

|  |
| --- |
| **AUTHORIZATION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Approved: |  | Yes |  | No |  |  |  |
|  |  |  |  |  | Authorized Officer |  | Date |