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Executive Director

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INTERMEDIATE UNIT 1
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REQUEST TO ATTEND CONFERENCE/CONVENTION MEETING (PROFESSIONAL BARGAINING UNIT EMPLOYEES)

Name/Position: _____

Name of Conference/Convention /Meeting: _____ **Dates:** _____

Name of Sponsoring Association: _____

Location of Conference/Convention/Meeting: _____

Method of Travel (car, plane, etc.): _____

Employee's Signature and Date: _____

Date of Approval/Denial: _____

This request must be in the office of the Director of Human Resources NO LATER than the 5th of the month preceding the month of the conference/convention/meeting. All requests will be considered for recommendation to the Board on the basis of the current Board policy.

All requests to attend conferences/conventions/meetings must be accompanied with a written plan, indicating which session the employee plans to attend and the relevance of each session to the employee's current professional assignment with the Intermediate Unit.

Requests to attend a conference/convention/meeting sponsored by or affiliated with a professional organization must have attached, the employee's current membership card for that organization. Please refer to current Board policy for other conditions before submitting requests. Before making final plans, please call the Secretary to the Director of Human Resources the day following the Board Meeting to insure that your request was approved.

You must submit a request for reimbursement on a Miscellaneous Expense Voucher in accordance with expense account regulations. No reimbursement will be made unless receipts for expenditures, as required, are presented.

Intermediate Unit 1 does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification in its educational programs, activities or employment practices. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.