

# Uintah School District

## In-Service/Conference Registration Form

Must attach registration form

## or Hotel/Motel Pre-Payment Form

Required to take Hotel/Motel receipt to AP upon return

Today's Date \_\_\_\_\_ Date of In-Service \_\_\_\_\_

Vendor \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hotel/Registration Budget # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Lodging Sales Tax Budget # 10.031.2.0001.1000.587 Amount \$ \_\_\_\_\_

Name of In-service/Workshop \_\_\_\_\_

Reason for In-service/Workshop \_\_\_\_\_

Employee(s) Attending the Event

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Supervisors Signature (Required-Not Self)**

\_\_\_\_\_  
**Employee Signature**

004.0520 TRAVEL EXPENSE/REIMBURSEMENT

*9.4 Any district employee who fails to travel, after requesting such travel, and incurs expenses to the district as a result of failing to cancel a hotel room, vehicle, or other items shall reimburse Uintah School District for all incurred expenses.*