

**PACT FOR WEST CENTRAL ILLINOIS
Conference/Workshop/Tuition Request Form**

I am requesting to attend/obtain the following Conference/Workshops/Tuition:

Staff's Name: _____

Date(s): Conference/Workshop Starts & Ends: _____

Start & Ending Times for Conference/Workshop: _____

Place: _____

Approved Not Approved – Reason _____

Supervisor's Signature: _____ Date: _____

Supervisor will need to check all that apply and forward to Fiscal Department:

Staff is using their Conference/Workshop/Tuition Funds

Need to Register for Conference (registration info needs to be attached)

Need Airline/Train Reservation Date Traveling There: _____ Return Date: _____

Need Hotel (hotel info needs to be attached) Dates for Hotel Stay: _____

Need to Attach Advance PACT Travel Report Form

Fiscal Department:

Prepay Registration/Use Credit Card Registration Confirmation # _____

Hotel Confirmation # _____

Airline/Train Confirmation # _____

Return original to Supervisor/Staff once above has been completed.

Attendee: check all that apply, attach the corresponding receipts/reports & forward to Supervisor

Conference/Workshop Registration Receipt (if applicable)

Hotel Receipt

Need to Attach the Actual PACT Travel Report Form

Taxi Receipt

Airline/Train Receipt

Attach Conference/Workshop Agenda

Mileage Form (if Conference/Workshop was In-Area). (Shared ride with _____ staff's name.)

Copy of Certificate has been submitted to Supervisor for DCFS File.

Copy of Certificate has been submitted to Adm. Assistant for Personnel File. (Do not attach to this form.)

Self Report training on Gateways Registry

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FISCAL USE ONLY	
Beginning/Previous Balance	\$
Amount Charged to Balance	\$
Remaining Balance	\$
Amount Approved for Reimbursement	\$

Executive Director's Signature _____