

NAME:



PERC REQUEST

Local Travel and Professional Expenses

LOCAL CONFERENCE

ORGANIZATION:

DATE:

SUB NEEDED:Yes or No

REGISTRATION FEE:

TRANSPORTATION:

Please attach registration forms to request. If you are attending with other staff members, please submit one PERC requests and registration together. After approval, your registration will be forwarded to the main office. The main office will pay for the conference on your behalf.

PROFESSIONAL EXPENSES

DESCRIPTION:

AMOUNT:

Please submit PERC request to Chris Stanford via email - [chris.stanford@d214.org](mailto:chris.stanford@d214.org).

After approval, please submit the approval form and receipts to Joyce Kim for reimbursement.