



ROCHESTER TEACHERS ASSOCIATION
 30 North Union Street, Suite 301
 Rochester, New York 14607
 Tel: 546-2681

REQUEST FOR AN RTA CONFERENCE

THIS FORM MUST BE ON FILE AT THE RTA OFFICE NO LATER THAN MARCH 31 FOR SECTIONS I AND II, OR AFTER MARCH 31 FOR SECTION III.

RECORD NO. _____

Date:	Work Telephone No.:	Employee Name:
	First	Mi. Last
Dept./School/Location	Home Address:	
	Street	City
		Zip
Date(s) of Travel/Conference:	Destination: City-State	Purpose:
From:	To:	

SECTION I - SCHOOL ALLOCATION ONLY

USE THIS SECTION FOR APPROVAL OF DAYS AND/OR MONEY GRANTED FROM SCHOOL ALLOTMENT.

Amount of Money Requested \$ _____	Amount of Money Granted \$ _____
Number of Days Requested _____	Number of Days Granted _____

RTA FACULTY REP. SIGNATURE _____

SECTION II - ITINERANTS, PSYCHOLOGISTS, SOCIAL WORKERS AND SPEECH/HEARING STAFF.

USE THIS SECTION FOR APPROVAL FROM SPECIAL COMMITTEE.

Amount of Money Requested \$ _____	Amount of Money Granted \$ _____
Number of Days Requested _____	Number of Days Granted _____

SPECIAL COMM. CHAIRPERSON'S SIGNATURE _____

SECTION III - POOL MONEY ONLY

USE THIS SECTION FOR APPROVAL OF DAYS AND/OR MONIES GRANTED FROM POOL MONEY ONLY.

Amount of Money Requested \$ _____	Amount of Money Granted \$ _____
Number of Days Requested _____	Number of Days Granted _____

SPECIAL COMM. CHAIRPERSON'S SIGNATURE _____

- COMPLETE SECTION I OF FORM AND SEND TO THE RTA WITH REQUIRED SIGNATURES TO REQUEST CONFERENCE DAYS AND OR MONIES FROM A SCHOOL'S ALLOTMENT.
- COMPLETE SECTION II ONLY IF YOU ARE AN ITINERANT TEACHER, PSYCHOLOGIST, SOCIAL WORKER OR SPEECH/HEARING STAFF.
- COMPLETE SECTION III ONLY IF YOU ARE REQUESTING MONEY FROM THE POOL WHICH IS DISTRIBUTED AFTER MARCH 31.

APPLICANT'S SIGNATURE _____

EXPENSES:

TRANSPORTATION:

AIRPLANE/TRAIN/BUS \$ _____
 AUTOMOBILE MILEAGE _____ x _____ \$ _____
 CAR RENTAL/TAXI _____
 TOLLS AND PARKING FEES _____

REGISTRATION FEES:

LODGING: _____
 RECEIPTS No./Nights _____ @ \$ _____

MEALS:

RECEIPTS (ORIGINALS REQUIRED) \$ _____
 TOTAL EXPENSES: \$ _____

AMOUNT GRANTED FROM RTA ALLOTMENT \$ _____

RECEIPTS REQUIRED

ACTUAL:

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

