

REPORT OF TRAVEL EXPENSE

Name: _____ **Signature:** _____

Date(s) Attended: _____ **Date Submitted:** _____

Workshop/Conference Title: _____

Topic(s) of Workshop: _____

Payment will be made only after submission, within 21 calendar days, of a report which includes all of the following:

- A description of the primary purpose for the travel;
- The key issues that were addressed at the event;
- Their relevance to improving Commission instruction or operations; and
- Include one or more content area(s) and/or administrative area(s) listed below:
 - ✓ Content: Visual and Performing Arts; Comprehensive Health and Physical Education; Language Arts Literacy; Mathematics; Science; Social Studies; World Languages; Technological Literacy; Career Education and Consumer, Family and Life Skills
 - ✓ Administrative: Personnel; Fiscal management; Operations; Governance

Primary Purpose

Key Issues

Improving Commission
