

CONFERENCE REQUEST FORM

Please submit request to attend conferences in writing using this form. Check the cta.org website for registration deadlines.

Before you register for any conference, it must be approved by the AVTA Executive Board. The Executive Board meets approximately the last Tuesday of the month but verify actual dates via the AVTA website, <http://www.avteachers.org>.

AVTA members pay for the conference registration, hotels, meals, etc., up front. Then, with proper receipts attached to the completed reimbursement form, they are reimbursed for the pre-approved expenditures following the next rep council after they have submitted their completed reimbursement request.

Give this completed form to your site representative, site Captain, or drop it off at the AVTA/CTA Office located at 1027 Lancaster Blvd.

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|---|------------------|
| Member's Name: | School site: |
| Phone # & ext: | Conference Name: |
| Location: | Date: |
| How will you share the information from the conference? | |

Do not write below this line _____

Date submitted:

E-Board Date:

Approved/Not Approved

AVTA E-Board representative:

