



El Monte Union High School District

Request to Attend Conference

Instructions and Guidelines:

1. Complete all sections of the form: including site approval.
2. All conferences should be in alignment with the District's Goals.
3. All requests must adhere to EMUHSD policies (click to view) [3350 AR](#) and [3350 BP](#).
4. All participants agree to adhere to the (click to view) [Travel and Conference Manual](#).
5. A memorandum of rationale, signed by the requestor's supervisor, is required if this request requires ratification travel (not being submitted before the activity) or for out-of-state
6. Attach all supporting documentation for expense purposes
 - e.g., conference flyer, agendas, transportation information or a MapQuest for mileage reimbursement estimation, lodging information
7. Send the completed form with all supporting documentation to the Office of Assessment, Accountability, and Family Engagement by the monthly due dates
8. Upon return from the conference:
 - Submit reimbursement forms in adherence to board policy. Forms are available at the following link: [Travel and Conference Reimbursements](#)

