

**MOESC**  
**Request for Seminar/Training/Travel**

Directions: Please complete the form, have your supervisor sign, and submit to the Superintendent's office.

Name \_\_\_\_\_ Date of event \_\_\_\_\_

Description of event \_\_\_\_\_  
\_\_\_\_\_

Cost \$ \_\_\_\_\_ Account # \_\_\_\_\_

Breakdown of cost:

Registration	_____
Lodging	_____
Meals	_____
Parking	_____
Airfare	_____
Mileage	_____ miles x.31 per mile
Tolls	_____

Check one:

- \_\_\_\_ Employee – directly related to and within scope of current responsibilities  
\_\_\_\_ Board Member – directly related to and within scope of current responsibilities

I have read the Monmouth Ocean Educational Services Commission policy 6471 and have been made aware of the provisions of the P.L. 2007 Ch 53.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

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Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Board approval \_\_\_\_\_