

## CONFERENCE ATTENDANCE REQUEST

### Conference Information:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Registration Fee: \$\_\_\_\_\_

**A copy of the agenda must be attached.**

### Employee Information:

Name and Title: \_\_\_\_\_

\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt

Justification for Attending: \_\_\_\_\_

If Non-Exempt, employee needs to select one of the following and initial at the end of the line:

I request overtime for hours in excess of my normal tour of duty. \_\_\_\_\_

I request comp time in lieu of overtime for hours in excess of my normal tour of duty. \_\_\_\_\_

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Is travel requested? \_\_\_ Yes \_\_\_ No      *If yes, dates:* \_\_\_\_\_ *to* \_\_\_\_\_

Is travel outside your normal tour of duty hours required? \_\_\_ Yes \_\_\_ No

### **If yes, estimates for prior approval of travel outside your normal tour of duty:**

Time estimate of departure from home: \_\_\_\_\_ Time estimate of arrival at destination hotel: \_\_\_\_\_

Time estimate of departure from destination hotel: \_\_\_\_\_ Time estimate of arrival back at home: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Approval and Date

\_\_\_\_\_  
State Conservationist's Approval and Date

Exceptions (Overtime; part of conference only; official time only; comp time, etc.):

\_\_\_\_\_  
\_\_\_\_\_