



GOODHUE COUNTY EDUCATION DISTRICT #6051

395 Guernsey Lane, Red Wing, MN 55066 • Phone 651.388.4441 • Fax 651.388.9557

CONFERENCE & MEETING REQUEST FORM

Please Submit This Form To The District Office.

Employee Name: _____ Daytime Phone: _____

Conference/Meeting Title: _____

Location & Address: _____

Conference/Meeting Date: _____ Time: _____

Registration Deadline: _____ Registration Cost: _____

Will they accept a Purchase Order? Yes, please fax the P.O. No, please request check.

Estimated Costs for: Mileage _____ Meals: _____ Accommodations: _____

Purpose of attendance: _____

MANDATORY: *Attach a copy of the Conference/Meeting agenda, completed registration form, and all accommodation information including hotel name, address, phone, and group discount info if applicable.*****

Director's Signature

Employee's Signature

Date

Date

In order for us to promptly process this request, please include all information.

You are required to notify all people affected by your absence in advance and/or obtain a substitute if needed.

It is an expectation that you will share your learning with staff if requested.

You will receive email confirmation from Cindy Luhman upon approval from the Director.