

CONFERENCE ATTENDANCE REQUEST FORM

Date: _____

Name: _____

Conference: _____

Dates of conference: _____ Location: _____

Dates you would be attending the conference: _____

Reason for attending: _____

Programs you will attend: _____

Additional activities: _____

Proposed travel plans: _____

Additional information: _____

Approved: _____ Denied: _____

Approved with revisions: _____

_____ Date: _____

Department Head

_____ Date: _____

Asst. Library Director

