



308 Martinsburg Road, Mount Vernon, OH 43050 740-393-6767 Fax 740-393-6812

## REQUEST FOR ATTENDANCE AT A WORKSHOP OR MEETING

DATE \_\_\_\_\_

NAME \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_ TIME \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

LOCATION OF MEETING \_\_\_\_\_

APPROVED \_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_

MEALS \$ \_\_\_\_\_

TRAVEL \$ \_\_\_\_\_

REGISTRATION \$ \_\_\_\_\_

HOTEL \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_