



DELAWARE COUNTY OUT OF STATE CONFERENCE AUTHORIZATION REQUEST

Employee Name:		Date(s):
Professional Development Title:		Location:

Step 1: Employee

Submit a completed travel request form including all related expenses along with the conference brochure to your supervisor.

Step 2: Employee

Please describe how this conference is related to your position or work function.

Step 3 Supervisor

Please indicate how this employee and the department will benefit from this out of state conference.

Step 4 Supervisor

Submit this form and the related materials described above to the County Administrator for review and submission to the Clerk to the Board of Commissioners for review and authorization by the Board of Commissioners in Public Session.

(employee signature)

(supervisor signature)