

NDSR Boston

CONFERENCE ATTENDANCE REQUEST FORM

Requestor Name:
Conference Name:
Location and Date:
Conference registration fee:
Estimated Conference travel cost (including travel to and from conference, food, lodging, and any additional costs)
Number of days of release time requested

- 1) How will this conference support your professional development?

- 2) How will your attendance at this conference support NDSR Boston?

- 3) Do you have an active role in this conference (e.g., speaker, committee work)?

- 4) Have you discussed your attendance with your mentor/host organization?

- 5) Is another party funding all or part of the expense? If yes, please state funding provided and who is providing it.

Signature Approval: _____
(Signed by appropriate NDSR Boston staff member)

Amount approved: _____