

**REQUEST FOR TRAVEL/ 5 OR MORE PARTICIPANTS  
OR GREATER THAN \$5,000 APPROVAL**

Directions: Complete a form for each individual in the district requesting to attend the event. Incomplete forms and those without the required documentation and signatures will be returned unsigned district. All travel must have prior board approval. For information related to lodging and per diem rates, refer to <http://www.gsa.gov>, and for eligible subsistence/reimbursement, refer to N.J.S.A. 18A: 11-12; N.J.A.C. 6A:23A-5.8; 5.9 and New Jersey OMB **Circulars:** 06-14-OMB and 08-19-OMB.

**District Name:**  
Township of Union Board of Education

**Request Submission Date:**  
August 22, 2018

**Name of Event:**  
NJSBA Workshop 2018

**Event Location:**  
Atlantic City, New Jersey

**District Contact Name:**  
Gregory E. Brennan, School Business Administrator/Board Secretary  
Phone: 908-851-6411 Fax: 908-964-1462

**JUSTIFICATION OF NEED**

Attendance at various workshops at NJSBA Workshop Convention in Atlantic City, New Jersey.

**Superintendent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 2018

**District Board of Education approval date:**  
August 21, 2018

