

# Conference and Event Attendance



## Attendee Details:

Attendee Name:

Accompanying person (if applicable):

## Conference/ Event Details:

Conference/ Event:

Location:

Duration:

Dates of travel (if applicable):

## Costs (if there is not sufficient space, please outline costs on a separate page):

Conference/ Event registration fee:

\$

Airfares (if applicable):

\$

Accommodation (if applicable):

\$

Other expenses (refer to Policy):

\$

Other expenses (refer to Policy):

\$

**Estimated total costs:**

**\$**

## Statement addressing criteria for approval:

Refer to Policy for criteria for approval:

Details of conferences previously attended during current financial year:

Expiration of term of office:

## Signatures/ Consideration by Council:

Signature:

Date: