

Avalon Free Public Library

Conference Attendance Request

Employee: _____ Date of Request: _____

Location & Date of Conference: _____

Name of Conference: _____

Sponsoring Organization: _____

Mission Statement: The Avalon Free Public Library encourages a literate and informed community by providing free and open access to first class collections, services and programs that inspire, inform and enrich our community.

How does attendance to this conference support the libraries mission?

Avalon Free Public Library

Estimated Expenses	
Registration Fees	
Meals (If not included in in registration)	
Lodging	
Transportation (If POV: mileage)	
Misc.	

Employee signature: _____

Approved **Disapproved**

Supervisor: _____

Director: _____