



INTENT TO ATTEND CONFERENCE

I, _____,

plan to attend the _____ Conference to be held in _____ from _____ (dates). Since we will be flying out on _____ and returning _____, I realize I will be missing _____ days of classes. I have checked with my dept. head and faculty and feel confident that my academics will not suffer due to this absence.* Upon my return, I may be asked to give presentations on the workshops I attended. While at the conference I realize I must abide by all the policies and rules of NHTI and represent NHTI in a responsible and professional manner.

I am also aware that in the event I have to cancel my attendance, I will be responsible for 100% of the airline ticket and any other expenses that cannot be reimbursed.

Expenses: 100% of my registration will be paid. 50% of my airline ticket and room will be paid from Senate provided funds while the remaining 50% will be paid from _____ (out-of-pocket, fundraising, etc.). I will be responsible for personal spending monies, and 50% meals not provided at the conference.

I will be responsible for getting to and from the airport. It will be my responsibility to ask for different flying arrangements if I cannot miss all three days of classes.

Signature: _____

Date: _____

PLEASE MODIFY THIS FORM TO FIT YOUR PARTICULAR NEEDS.