

## Retirement Plan for CTA Employees Educational Conference Pre-Approval

I am submitting this pre-approval form in connection with my proposed attendance at the following educational conference: \_\_\_\_\_

Briefly describe the educational benefit of your attendance at this conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Location of Conference \_\_\_\_\_

Approximate Total Cost of Primary Expenses Associated with Conference Attendance:

Airfare, Train, Bus                      \$ \_\_\_\_\_

Hotel    \$ \_\_\_\_\_

Conference Registration Fee              \$ \_\_\_\_\_

### Request for Advance

I expect that, upon approval of my attendance by the Board, I will immediately incur expenses related to the conference for airfare / hotel / conference registration (circle all that apply) in the amount of \$ \_\_\_\_\_ and I would like to receive reimbursement for those expenses prior to the conference. I understand that I must submit an Advance Expense Voucher for the advance.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature