

Professional Association Conference Request Form

The Professional Association is committed to our members' and union's enrichment. The effort to support our members in attending labor conferences is supported through a portion of our funds which the PA gathers from our *local* union dues. The decision to approve or not approve a conference request will be based on the projected availability of funds and the anticipated benefit to our membership. Please do not spend any money until your conference request has been approved.

Applicant Details	
Name: _____	Title: _____
Are you a dues-paying member of the PA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently a member of a PA committee, team, or task force? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Conference Details	
Conference title: _____	
Date: _____	Location: _____
Please briefly describe the conference and the benefits you expect to gain from it:	

Anticipated Costs		
Item	Description	Cost
Registration	_____	_____
Travel Expenses*	_____	_____
Hotel	_____	_____
Other	_____	_____
		Total: _____

**Mileage: The PA will reimburse up to 100 miles at the rate set by the IRS (currently 62.5 cents per mile). Tolls and additional car-related expenses are not included.*

Required Receipts

Receipts will be required for all reimbursed expenses. The Professional Association will not pre-pay hotel accommodations or other expenses.

Additional Requirements

All members who receive funding for attending requested events agree to:

1. Report back to the Association and its members on the benefits of the conference's events for our members either during the next general membership meeting or a separate event
2. Write up a one-page report to be submitted to the union's newsletter for its next publication.

Submitted by: _____ Date: _____

Approved by: _____ Date: _____