



Relevance of training to improving instruction or operations: \_\_\_\_\_

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Justification of the importance of individual attending the event  
(to be completed by supervisor, principal or department heads):

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Supervisor signature

Employee Certification

The undersigned certifies the following:

I own the personal automobile used for travel that will be reimbursed by the district.

I maintain current auto liability insurance on the vehicle used for district travel.

If I travel by air, I will not accept any frequent flyer miles.

If I receive any airline vouchers as a result of delayed flights, I will relinquish them to the District.

\_\_\_\_\_  
Employee signature