



**GENESEE COUNTY, MICHIGAN
REPORT REGARDING WORKSHOP, CONFERENCE
CONVENTION OR SEMINAR ATTENDED**

Name: _____

Date: _____

Position: _____

Department: _____

Name of workshop/conference/convention/seminar attended: _____

Location of workshop/conference/convention/seminar attended: _____

Dates of Attendance: **FROM:** _____ **TO:** _____

Subject matter of workshop/conference/convention/seminar attended: _____

Sponsor(s) of workshop/conference/convention/seminar attended: _____

Cost to County for your attendance at workshop/conference/convention/seminar: _____

(Include pre-paid seminar fee and airline cost, if any, and attach copy of Local or Overnight Travel Expense Voucher, if any)

Report discussing content, merit, value and benefit of the particular sections, divisions or sessions of the workshop/conference/convention/seminar attended with respect to increasing or improving the performance of the duties and responsibilities of your position:

State new or pertinent information learned that might be helpful to any of the operations of the County: _____

I hereby certify that the above information is accurate and complete:

(Signature of person completing this report) _____

I hereby acknowledge that the above report was provided to me and that I have read it and have forwarded a copy of said report to the Office of the Controller:

Department Head Signature

Title

Date