

Conference Request Form Procedure

Prior to going to a conference: You will need to complete the conference request form (green form) and submit it to your building principal for approval. The conference must be approved prior to registering and making any reservations. *For presenting at conferences, please have written prior approval through a conference request form, prior to committing to being a presenter.

- ☐ Complete the entire front side of the form.
- ☐ Account numbers and estimates are required, along with a copy of the flyer and/or registration form showing EXACT title of the conference, and any relevant details.
 - ☐ 1 for every 5 attendees can request mileage.
- ☐ The form needs to be approved by your director/principal.
- ☐ Approved forms will be forwarded to the Superintendent's office for approval as well.
- ☐ You will receive a copy of the conference request form after approvals.
- ☐ Keep your copy for reimbursement request(s).

While at the conference, retain all **itemized** receipts that you will be submitting for reimbursement. Food and mileage will be reimbursed for required conferences at a pre-approved rate.

- ☐ Receipts must be **itemized** receipt (alcohol cannot be reimbursed). A credit card summary slip will not be accepted. The same applies for items charged on the credit card.
- ☐ If you do not have itemized receipts, you will have to reimburse the district for the credit card charge.

Before leaving the conference, make sure you have proof of attendance (certificate or an agenda).

- ☐ A copy of the proof of attendance must be attached to the conference request form if you are submitting for reimbursement.

When you return from the conference, complete the **back** of the conference request form in a timely fashion.

- ☐ Just the monies that you are requesting for reimbursement should be included.
- ☐ Attach all **itemized** receipts.
- ☐ Attach proof of attendance to the form.
- ☐ Please sign the form and have it approved by your Director/Principal.
- ☐ Mileage for the conference should be completed on the conference request form, not on a separate mileage sheet. Mileage should be round trip from your school building to the conference location, **NOT** from home.
- ☐ The director/principal will then forward it to the Super's Office for approval and then to accounts payable for reimbursement at the average of the state and federal reimbursement rates.

**In order to lessen the impact on students, we may ask that you alternate your years presenting at conferences if you present on a yearly basis. August, 2019*