

Request for Conference/Professional Meeting Approval

All conference/professional meeting requests should be submitted for approval **PRIOR** to your attendance.

Name: _____ Dept. _____ Ext. _____

Title of conference or purpose of meeting: _____

Destination: _____
(city) (state)

Date(s) of conference or meeting: _____

Substitute required? Yes _____ No _____ (If YES, please arrange for a sub.)

Estimated Expenses

Registration \$ _____ Transportation \$ _____

Lodging \$ _____ Meals \$ _____ Other \$ _____

Total \$ _____

If no cost is involved, check here. _____

Signature of staff member

date

Dept. chair/coord./supervisor approval

date

Approved maximum reimbursement: _____

Account # _____

Account # _____

Asst. Supt. /Principal Approval

date

Procedure to Request Approval

1. Attach a copy of the meeting announcement or registration materials. Advanced payments are limited to transportation expenses by a public carrier and registration fees.
2. If you would like the District to pay the registration fee, the department credit ("P") card should be used. If the sponsoring organization will not accept a credit card, **attach the original registration form to the approval request.** These materials must be complete in order for the Business Office to process payment.
3. Submit the completed request and attachment(s) to your department chair, coordinator, or supervisor for her/his approval. She/He will then forward your request to the Assistant Supt. for Curriculum and Instruction for final approval. **The original request form will be returned to you. RETAIN THIS DOCUMENT IN A SAFE PLACE.**
4. Arrange for a sub after your request is approved.

Reimbursement Guidelines

- Use of personal vehicles will be reimbursed at the current approved rate per mile.
- Staff members are encouraged to secure the lowest fare when traveling. If travel arrangements are made through other sources/agents, the teacher should either pay these expenses directly or use the department credit ("P") card.
- The District will reimburse reasonably priced commercial class hotels for standard rooms, at the single occupancy rate (unless traveling in a group when other occupancy rates are more appropriate). Staff members are expected to make their own hotel/lodging accommodations.
- Meals are reimbursable **with itemized receipts** up to a maximum of \$50 per day (or \$20 per half-day workshops).
- Incidentals may include taxis, bus fares, baggage handling or gratuities. Limousine service to and from airports is acceptable; however, the reimbursement request is to be limited to the cost of a similar taxi fare.

Non-reimbursable Expenses

spouse or dependent expenses personal entertainment laundry or dry cleaning
travel accident insurance premiums movies, health or spa fees, alcoholic beverages, etc.
airline upgrades costs associated with the untimely cancellation of airline or hotel reservations

Procedure to Request Reimbursement

1. Complete an *Expense Voucher* for reimbursable out-of-pocket expenses **after** attending the professional meeting or conference.
2. **Attach all original itemized receipts.**
3. Submit your completed *Expense Voucher, receipts and the original conference request form* to your department chair, coordinator, or supervisor for approval. She/He will send the form and attachments to the Business Office for processing.
4. **All reimbursement requests MUST arrive in the Business Office no less than 5 business days PRIOR to the normal payroll dates i.e., the 15th and the end-of-the-month.**