

# Conference Procedures

## Before Conference

Conference Attendee-Fill out Travel Application (*Must be turned in and approved no later than 10 school days prior to travel to allow time for processing.*).

- Date
- Name
- School/Dept.
- Destination
- Date of Trip
- Reason for Trip

### Estimate of Expenses

- Food: Follow reimbursement guidelines-**include itemized receipts** for submitting after conference, max. Breakfast-\$10, Lunch-\$15, Dinner-\$25.00.
- Travel Mileage at current IRS mileage.
- Misc.: Parking-itemized receipt for submitting after conference
- Lodging: Hotel confirmation must be an email from hotel with amount of stay and confirmation number on it. Reserve room with credit card and a check will be sent if accepted by hotel. If checks are not accepted, credit card may be used. A printed itemized receipt should be obtained upon checkout. Remember that this is ***Tax Exempt*** (*tell hotel when making reservations that this is tax exempt-school*)
- Registration: Conference registration confirmation-this must be an email or invoice showing registration amount and confirmation)

### Sign Travel Application (*both conference attendee and building principal*)

The travel application is turned into the building's principal for approval and signature (**they will verify that funds are available and enter the account number to the travel application**). After approving, the travel application is then sent to the superintendent for approval. **If a check is needed for the registration or for the lodging, the confirmation for each should be attached to the travel application prior to being sent to the superintendent.** Once approved by the superintendent, the application will be given to accounts payable for the checks to be printed.

## After Conference

The conference attendee will fill out Expense Report (website), **attach itemized receipts** and give to building's principal for approval of expenses and signature. The application is then sent to accounts payable for processing.

***Please Note: Meals will not be reimbursed for the night before the conference or after the conference.***

Date: \_\_\_\_\_

**TRAVEL APPLICATION AND STATEMENT OF EXPENSES**

This request form needs to receive those approvals indicated below before a trip is taken.

After returning from the trip, an Expense Report must be completed along with all receipts and approved by building principal.

Name: \_\_\_\_\_ School/Dept.: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

**ESTIMATE OF EXPENSES**

Food \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Misc. \$ \_\_\_\_\_ Stipend \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_ Registration \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Signed \_\_\_\_\_ Account Number \_\_\_\_\_

Approvals:

Director/Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_

**General Information**

1. Attach receipts for all expenses to Expense Report.
2. Gratuities or tips are to be reported in the areas they are given, i.e. lunch, dinner, etc.
3. Costs of alcoholic beverages, social activities and incidental costs are not allowable.
4. Please be reasonable in your expenses for meals, lodging, etc. The maximum allowable shall be at the district approved rate.
5. Air fare shall be Coach Class unless extenuating circumstances require First Class travel.
6. Mileage will be reimbursed at the district approved rate per mile.
7. Advances of up to 80% of the estimated cost of the trip will be made in special circumstances.
8. If more than one person is taking the same trip, each individual shall submit an application and Expense Report.