



REQUIRED CONFERENCE PROCEDURES – PLEASE READ

APPROVAL PROCEDURE:

1. Fill out registration form. Complete all sections.
 - a. Do not make reservation yourself unless instructed by Asst. Superintendent.
 - b. Include conference flyer if you have one.
2. Complete Conference Request Form. Complete boxes 1-3.
3. Submit completed Conference Request Form, with completed registration form attached, to your building principal for his/her approval.
4. Completed paperwork should be submitted to the Office of the Asst. Superintendent at least two (2) weeks before the deadline for registration.
5. If conference requires an overnight stay, request a Tax Exempt Form from the Business Office before you leave. Be sure to submit the Tax Exempt Form to the hotel when you check-in.

FINANCIAL REIMBURSEMENT PROCEDURE:

1. Fill out and sign a district Claim Form itemizing only approved expenses to be reimbursed.
2. Circle approved items on all receipts/invoices that you have listed on the Claim Form. Total(s) of circled items should match the total(s) on your Claim Form.
3. Attach to the Claim Form, receipts/ invoices for all itemized expenses listed on Claim Form.



4. For any claimed mileage, attach a MapQuest of your trip indicating the mileage. Be sure to submit for the round trip.
5. Submit Claim Form with receipts/ invoices attached to the Office of the Asst. Superintendent as soon as possible following your conference.

***CONFERENCE VERIFICATION:**

After you have returned from your conference you must submit the following items for any district-funded expenses:

1. Itemized Claim Form (with attached receipts indicating claimed, approved expenses to be reimbursed)
2. Conference Verification Form
 - a. After your return, fill out the Conference Verification Form and submit it to the Office of the Asst. Superintendent along with proof of attendance.
 - b. Acceptable forms of proof of attendance are your name tag, a copy of the program, or a copy of any issued certificate of completion.

*In order for the expenses for your conference to be paid out of district-related funds, the above items must be submitted in this format. All paperwork must, and will be, submitted to our auditor at the end of the school year.

Thank you for your compliance, and enjoy your conference.