

## **Conference Attendance Procedures**

Send forms to the District Curriculum Director, *not less than 10 working ahead of time.*

### Necessary Forms:

- **School Business Release Time Request (Green) to SEMS**
- **Travel Form with Overview of Conference (registration & conference's intent)**
- **Trip Request Form**
- **Copy of Hotel Confirmation (if overnight stay)**
- **Requisition for pre-payment of Hotel/Conference, Registration**  
**\* Checks can take up to three weeks to generate, (request 20 working days in advance). If check cannot be generated in time, attendees must use their personal credit card.**

### Things to remember before sending:

- The district will not reimburse travel to the same conference for multiple attendees in multiple cars. Carpooling is required for reimbursement.
- If you are carpooling, fill in the name of the passengers, the driver, the driver's license # and expiration date on the Trip Request.
- If a rental vehicle is needed, please indicate the pick-up/drop-off time. Don't forget the driver's information.
- The Principal's signature is required for: *Travel Form, Trip Request Form* and the *Requisition Form* (if pre-paying).
- If there is a penalty for late registration; please highlight this on the registration form.
- Requisitions require a School Plan reference; please provide the page and section.
- Current reimbursement rate for Food is: \$10 – breakfast, \$15 – lunch, \$20 – dinner.
- As of 7-01-2008 mileage reimbursement rate is: .585/mile (subject to change).

### **ONCE YOU RETURN: REIMBURSEMENT PROCEDURES**

- Complete *Claim for Travel Reimbursement Form*; attach any receipts, copies of registration forms, hotel check-out statement. Two forms with **ORIGINAL** signatures are needed. Send to appropriate department within 10 working days of your return.
- If necessary, fill out *School Business Absence Report* (yellow). Send to appropriate department.
- Convention and **Conference Report must be submitted before any claims will be paid.** You may submit claims and report together.