

Conference Attendance Procedures

Please begin at least ONE MONTH prior to Conference/Workshop Date

Step 1: Submit conference/workshop request in My Learning Plan (“MLP”).

Step 2: Once request is approved in MLP submit your absence in either Aesop (Teachers, Teaching Assistants, Social Workers, Psychologists, Counselors and Nurses) or for “All other employees”. Submit a completed Absence Authorization form to your Administrator for approval. Once approved submit your absence in Time Sheets on <https://wincapweb.com/>.

Step 3: Submit request for Purchase Order(s) to the appropriate building/department secretary. Please provide all applicable back up for expenses for which reimbursement will be requested. The following must be submitted:

- A copy of the approved MLP request - (Teachers, Teaching Assistants, Social Workers, Psychologists, Counselors and Nurses) completed with estimated reimbursement expense amounts
- A copy of all registration materials
- Completed and approved Absence Authorization form (all employees OTHER THAN Teachers, Teaching Assistants, Social Workers, Psychologists, Counselors and Nurses)

Step 4: Once Purchase Order(s) are issued you may register for the conference/workshop and make travel and hotel reservations.

Step 5: Within one month after conference/workshop attendance, request reimbursement for all incurred expenses for which a Purchase Order has been issued. Please submit the following:

1. Conference Reimbursement Worksheet signed by the attendee and the Administrator that granted permission for attendance
2. Original, itemized receipts for all reimbursable expenses
3. MapQuest for routes driven as well as for the attendees regular daily commute if applicable
4. Proof of conference/workshop attendance signed off on by building or department Administrator
5. Signed receiving copies of all Purchase Orders

Maximum Reimbursement Amounts

Meals: Reimbursement will be made for itemized receipts ONLY. No Alcoholic beverages will be reimbursed.

Breakfast	\$5.00
Lunch	\$15.00
Dinner	\$30.00
Tip	15% (maximum for meals, taxi/car service)

Mileage and Tolls: Miles driven for conference less mileage for daily commute at the approved IRS reimbursement rate. Tolls as per E-Z Pass Statement or dated receipts on days of travel.

Accommodations: Reasonable lodging expenses will be reimbursed. If staying in NY State and making payment with a personal credit card please use Tax Exemption Form 129 as tax will not be reimbursed. The form is available here:

https://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf.