

**Victor Valley Union High School District  
Conferences Made Easy Check List**

**Items needed when requesting to go to a conference**

1. Conference request - completely filled out
  - a. Include account number / funding source      Req #: \_\_\_\_\_
2. Requisitions entered for:
  - a. Conference (indicate requisition # on Conference Request Form) Req #: \_\_\_\_\_
  - b. Hotel \*advance check should be processed for the hotel cost.      Req #: \_\_\_\_\_
3. Cal-card used for:
  - a. Airline tickets
  - b. Hold hotel room - \*advance check will pay for total cost
4. Conference flyer - must include cost of event
5. Conference Agenda
6. Mileage sheet
  - a. Include MapQuest print-out from your worksite to event

**Items required for auditing purposes when requesting reimbursement after the conference:**

1. Conference request - completely filled out
  - a. Signed by all approvers/supervisors – no one can sign as their own supervisor
  - b. Board date
2. Conference flyer - must include cost of event
3. Conference Agenda
4. Mileage sheet
  - a. Include MapQuest print-out from your worksite to event
5. Original itemized receipts taped to a white sheet of paper

Name: \_\_\_\_\_

Site/Department: \_\_\_\_\_

**Fiscal Services Use:** Returned for required documentation: \_\_\_\_\_

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**Items required for auditing purposes when requesting reimbursement after the conference:**

1. Conference request - completely filled out
  - a. Signed by all approvers/supervisors – no one can sign as their own supervisor
  - b. Board approval date
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