

Procedures for requesting a conference

1. Obtain printed information about the conference, such as the registration flyer or agenda. Be sure that the **cost of registration, location, and date** are included.
2. You need to make your own hotel accommodations unless they are included in the conference registration or someone is making them as a group. When you make your hotel reservations, ask for their conference rate if the conference rate is available and ask them to send you a statement for the business office. Attach this statement to a Purchase Order Request. State the number of nights of accommodation needed and the total price. Also write on the Purchase Order Request (right in the middle is a good place) "Please process for payment" and the business office will get a check for you to take with you. They will actually send it to the hotel for you if time allows.
3. Fill out Conference Request, including the purpose for going (i.e. "To improve my skills in differentiated math instruction," "For implementation of adopted programs"), the cost of registration, cost of mileage, cost of accommodations (see #2), cost of meals, and the cost of parking, if applicable. Total the cost.
4. Fill out a Purchase Order Request for the conference registration.
5. Turn the Conference Request with the conference information attached, the Purchase Order Request for the conference registration, and the Purchase Order Request for the accommodations to your site principal for coding and approval. Be sure to keep a copy for your records.

When you return from the conference, turn the following into your site principal to be forwarded to the business department:

- Proof of conference registration
- Receipt for accommodations
- A completed Conference, Workshop, and Mileage Expense Claim for all meals, mileage, and other requested expenses along with all required ORIGINAL receipts. Attach a Map Quest (or other) printout to document mileage claim.

Be sure to keep a copy for your records.