

Westbury Union Free School District CONFERENCE ATTENDANCE REQUEST

INSTRUCTIONS: (Please Read Before Submitting Request)

1. You **must** receive **PRIOR** approval from your Principal and/or Director as well as the Assistant Superintendent in order to attend a Professional Conference.
2. This **signed** request (listing estimated expenses) with a completed registration form, event information, agenda, etc, is to be submitted to the Principal and/or Director for **approval** and Assistant Superintendent or Superintendent for signature. All necessary approvals, including a signed purchase order(s), **must** be in place **PRIOR** to making plans to attend a conference.
3. To receive reimbursement of **approved** expenses after attending, employee shall attach **original itemized receipts**, bills, e-tickets or invoices to a completed and totaled, **signed claim or travel expense record** form and submit to Business Office. Meals and mileage will be reimbursed based on the IRS rates. Gratuities are reimbursable up to fifteen (15%) percent.
4. **Please press firmly using ball point pen.**

NAME: _____ SCHOOL: _____ DATE: _____

NAME OF CONFERENCE: _____

LOCATION OF CONFERENCE: _____

DATES OF CONFERENCE: _____ DATES OF ABSENCE: _____

SUBSTITUTE NEEDED: _____ YES _____ NO

NUMBER OF CONFERENCES ATTENDED LAST SCHOOL YEAR: _____

NUMBER OF DAYS ABSENT LAST SCHOOL YEAR DUE TO CONFERENCE ATTENDANCE: _____

<u>ESTIMATED EXPENSES:</u> (Must Be Completed and Totaled)	_____ TRAVEL	_____ REGISTRATION FEE
	_____ LODGING	_____ OTHER EXPENSES
	_____ MEALS	_____ <u>TOTAL EXPENSES</u>
		(Total Claim Not to Exceed Above)

EMPLOYEE'S SIGNATURE: _____ APPROVAL: _____

PRINCIPAL

Assistant Superintendent: _____

DIRECTOR (IF APPLICABLE)

- Are ALL required signatures and approvals in place?
- Have ALL estimated expenses been listed and totaled?
- Are ALL forms and information (registration, agenda, reservation confirmations, etc.) attached?

BUSINESS OFFICE REVIEW: _____ BUDGET CODE: _____

White/Green – Business Office

Canary – Personnel

Pink – Employee