

Instructions: Please complete employee section, attach supporting documentation, and submit to your building administrator 21 days prior to the conference.

Failure to complete the form in full, missing supporting documentation, or meeting the submission time line could result in the request being returned to you for further action or as being denied.

Employee

Print Name: Building:

Name of Conference:

Presented By: Location:

Date of Conference: Substitute Required: Yes No

Registration: \$ Faxed To:

I will register for this conference upon approval of my request.

For CVES Conference: Register through WinCap

Lodging: \$ per night Hotel:

Address:

Telephone: Fax:

Are you sharing a room? Yes No With Whom:

Date of Arrival: Date of Departure: Total nights to be reserved:

When employees are 30 miles or more from their school building for meetings, conferences or visitations they are considered to be in travel status. Employees attending meetings, conferences or visitations must be in travel status to receive meal or mileage reimbursements.

Transportation:

An employee has the option of using their personal vehicle and receiving reimbursement for mileage at the approved mileage rate or requesting a school vehicle.

Using Personal Vehicle: Estimated Miles: Estimated Cost for mileage reimbursement: \$

Using School Vehicle: (Complete online transportation request form)

Other Expenses: \$ Explain: (Tolls, Parking, Ferry, etc.)

Meals: \$ Reimbursement for meals is based on per diem: \$15 breakfast, \$18 lunch, and \$35 dinner

Employees do NOT have to attach receipts for meals. Meal allowance will NOT be given if the meal being claimed is provided by the conference or meeting. Breakfast and Dinner is only reimbursed if employee stays overnight or leaves from home at or before 6:30 a.m. or arrives home at 6:30 p.m. or later. Alcoholic beverages are NOT reimbursable.

Total Estimated Cost of Conference: \$

Employee Signature: Date:

Administrator/Supervisor Approval

Budget Code: Balance of Account:

Approved Denied Support

Date

Building Administrator's Signature

Approved Denied Support

Date

Supervisor's Signature

Final Approval

Date

Superintendent's Signature