KUTZTOWN AREA SCHOOL DISTRICT

Maximize potential, embrace change, create the future

Request for Conference Attendance
Approval Process

Prior approval is required for all conference/workshop attendance. Requests greater than $1000 will need Board approval.

Please print this form for routing.

To fill out the form, either download and **s**ave to your computer before completing it electronically or print and fill out by hand, following these guidelines:

1. Registration section: Use the drop down menu to indicate if you have preregistered and/or prepaid.
2. Meals: Meals can only be reimbursed for overnight stays.
3. Lodging:
    - If the cost of commuting is less than lodging, please commute.
    - In general, lodging may be reimbursed for conferences located more than an hour from the district.
    - Unless lodging is already part of the registration fee, you will secure your own lodging.
4. Transportation:
    - All mileage should be determined by distance from your home building or your residence, whichever is less.
    - If two or more are going to the same event, carpooling is encouraged.
    - Include any anticipated parking fees or tolls in the "Other Expenses" section.
5. After completing the form, print and hand to your principal/supervisor.
6. Principal/supervisor will review the form before signing and forwarding to central office.
7. Once final approvals have been granted, you will receive a scanned copy of your request.
8. Register:
    - If you want the Business Office to register you for the event, send a completed registration form along with the Request for Conference Attendance form.

ROUND TRIP MILEAGE (updated 05.07.21 with IRS rate $.56/mile)

	GES		MAX		KES/MS/HS	
	miles	**cost**	**miles**	**cost**	**miles**	**cost**
BCIU 1111 Commons Blvd. Reading	36	$20.16	32	$17.92	28	$15.68
Caron Foundation 243 N Galen Hall Road Wernersville	58	$32.48	56	$31.36	50	$28.00
PATTAN Harrisburg 6340 Flank Drive Harrisburg	116	$64.96	124	$69.44	126	$70.56
PATTAN East 333 Technology Drive Malvern	131	$73.36	121	$67.76	115	$64.40
Kingspry 1 W Broad St #700 Bethlehem, PA 18018	50	$28.00	46	$25.76	56	$31.36
Hershey Lodge 325 University Drive Hershey, PA 17033	116	$64.96	126	$70.56	128	$71.68

KUTZTOWN AREA SCHOOL DISTRICT
Maximize potential, embrace change, create the future

REQUEST FOR CONFERENCE APPROVAL

Submit request at least two weeks prior, three if Board approval is needed.

Last Name *First Name* *M.I.* | *Inclusive Dates of Event*

Name of Event | *Location of Event*

What do you hope to learn?

Estimated Cost to School District

Registration Fee

Registration fee only: $

OR ***OR***

All-inclusive conference registration fee $

Fee includes:

Have you pre-registered? YES Has this been prepaid? YES

If you want the Business Office to register you, you must attach a completed registration form.

Estimated Meal Expenses (Overnight Stays Only) $

Maximum allowable expenses: Breakfast-$10.00, Lunch-$15.00, Dinner-$25.00 or banquet fee
(Meal receipts may be submitted in various combinations as long as daily total does not exceed $50.00. If only one meal receipt is claimed for that day, then the individual limits would apply.)

Lodging Expenses (Max. $150/night. Please attach explanation if requesting over $150/night.) ..... $

Estimated Mileage (Reimbursement at Max. IRS Rate) $

Miles roundtrip: ____ IRS Rate: $.56

Substitute Expenses $

Use current substitute teacher rate ($138/day) or current paraeducator rate ($9.75/hr.)

Other Expenses (Please specify) $

Total Estimated Cost to School District **$**

REMINDERS:

1. Submit this request to your principal for approval and routing to Curriculum Coordinator and Superintendent.
2. Requests for conference approvals in excess of $1000.00 total expenses (including substitute teacher costs) must be approved by the School Board.
3. Upon your return from this conference, please submit an expense reimbursement form with all itemized receipts.

ASN#

Approvals:

Principal: *Signature* *Date*

Director of CIPD: *Signature* *Date*

Superintendent: *Signature* *Date*

School Board: (if applicable) *Signature of Board Secretary* *Date*

Revised 05.07.21