

MONOMOY REGIONAL SCHOOL DISTRICT

Conference Request Procedures

Revised

All conference requests must originate with the building Secretary regardless of the funding source and must be completed and approved PRIOR to the conference

- Conference Request Forms must be filled out completely by the staff member requesting to attend a conference, and then submitted and signed by the principal before the conference is to take place.
(The practice has been that if we request an individual to attend a conference then typically we pay the conference fee and the mileage, but if an individual asks to attend a conference we pay the conference request (full or partial) but do not pay the mileage.)
- A conference agenda must be attached to the Conference Request Form.
- Staff must enter their anticipated absence in the Absence and Substitute online portal.
- Once approved by the principal, a requisition is entered into the system by the School Secretary using the proper account number for the conference vendor and/or employee for mileage reimbursement if authorized. The requisition number should be written on the Conference Request form.
- If funding from the Teacher Quality grant is authorized by the Director or Curriculum and Instruction then the requisition and approval process will be completed by that office. **This is for the Teacher Quality Grant only (FUND 1406).**
- If mileage reimbursement has been approved, a detailed MapQuest printout must be attached
- Once the packet is complete, it should be forwarded to the Superintendent for his approval **BEFORE** the conference takes place.

After attending the conference the Staff member submits his/her conference certificate of attendance along with all original receipts, if applicable (i.e. parking) to the Business Office who then initiates the reimbursement process.