

CONFERENCE



BEFORE



Do's

- Process conference *prior* to attending a conference/workshop
- All attendees must have their own conference form
- **AT LEAST 4 weeks PRIOR TO THE EVENT** -
 - Provide Office Manager/Secretary with backup materials (Conference Packet) Necessary backup materials are:
 - Conference Brochure
 - Attendee's Conference Confirmation
 - MapQuest or similar printout for mileage
 - Hotel (if overnight stay is appropriate) Confirmation
- Complete the **LEFT SIDE of Conference Worksheet and Conference Attendance Approval** forms (available on www.redlandsusd.net)
- Keep a copy of the "Conference Packet" for each attendee to take to the conference
- All ORIGINAL Conference Approval Form with ALL necessary ORIGINAL signatures and backup materials are submitted to Accounting (*this is then sent for Board Approval by Business Services*)
- **ATTENDANCE & APPROVAL QUESTIONS?**
Contact your **Accounting Technician**

DURING



Do's

- Refer to "Conference Packet" as needed
- Pay for your own meals
- Keep ITEMIZED receipts for meals, parking, etc.
- Keep ITEMIZED receipt from hotel (if applicable)

AFTER



Do's

- Complete the **RIGHT SIDE of** the Board Approved Conference **Attendance Approval Form**
- Give complete and signed Conference Attendance Approval form to Office Manager/Secretary along with all itemized receipts
- Materials are audited by Office Manager/Secretary, signed by your administrator
- Allow approximately 4 weeks for reimbursement
- **REIMBURSEMENT QUESTIONS?**
Contact **TONI REFFNER Ext. 20513**



- **SEE ABOVE** – If not listed above **PLEASE DON'T DO IT**
- **DON'T HESITATE TO CONTACT YOUR ACCOUNTING TECHNICIAN IF YOU HAVE QUESTIONS**

