

See Reverse Side  
For Instructions

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

4200 Ashe Road  
Bakersfield, CA 93313

District Use Only  
Requisition# \_\_\_\_\_

REQUEST TO ATTEND CONFERENCE OR OUT-OF-TOWN MEETING

I, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Site)

Request permission to attend the following conference or meeting:

Name of Conference: \_\_\_\_\_

Sponsor or Organization: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Date(s) Inclusive: \_\_\_\_\_

Purpose for attending conference: \_\_\_\_\_

The conference requires \_\_\_\_\_ night's lodging. Name of Requested Hotel: \_\_\_\_\_

- 1. Check-in date: \_\_\_\_\_ 2. Check-out date: \_\_\_\_\_

District Use Only  
Credit Card Used: \_\_\_\_\_

I request to drive private vehicle: Attach current copy of: 1. Valid Driver's license 2. Proof of Insurance

I request to drive a District vehicle: Attach current copy of: 1. Valid Driver's license 2. Proof of Insurance

- 1. Pick up District vehicle: Date: \_\_\_\_\_ Time: \_\_\_\_\_ 2. Return District vehicle: Date: \_\_\_\_\_ Time: \_\_\_\_\_

I understand that if the District pays for any portion of this conference I cannot claim units for salary advancement.

Initials

Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Approval of the above conference is:  Granted

Charge expenses to program (circled): Title 1\* EIA\* LEP\* BTSA GATE  
SDC RSP Regular Other \_\_\_\_\_

Budget Classification: \_\_\_\_\_

Program: \_\_\_\_\_  
 Plan Page Number: \_\_\_\_\_  
 Section: \_\_\_\_\_  
 \_\_\_\_\_  
 Approved by: Consolidated Programs Director

Approved By: Principal/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Approved By: Authorized District Administrator \_\_\_\_\_ Date \_\_\_\_\_

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**  
Business Services: Fiscal Services Department  
CONFERENCE ATTENDANCE INSTRUCTIONS

**FORM 714160 REQUEST TO ATTEND CONFERENCE**

1. Online, Webinars and Zoom Conferences/Trainings should be utilized first before in-person Conferences/Trainings.
2. Make sure form is filled out completely and signed by the participant and the principal/department head and Administrator of Consolidated Programs if consolidated program funding is requested.
3. Indicate how many nights are required for lodging if applicable.
4. Make sure documents are submitted at least thirty days before the registration deadline. Late paperwork will result in denial of conference request.
5. When several employees are attending the same conference, please enter one requisition for all attendees.

**TRANSPORTATION**

1. An employee may choose to drive their own private vehicle with mileage reimbursement or use a district vehicle without mileage reimbursement. The District requires copies of current valid Driver's License and Proof of Insurance to be submitted with Request to Attend Conference Form. (Policy adopted 4/18/06.) This applies to all persons attending the conference as they may need to drive in lieu of the original designated driver.
2. If transportation is being shared only the designated driver can claim mileage reimbursement. Any expenses incurred due to private vehicle failure is at owner's expense.
3. If using a District vehicle, remember to read the information posted inside it regarding procedures relating to the care of the vehicle. The District may require sharing of transportation.
4. When out-of-district personnel attend conferences with P-BVUSD personnel and are passengers in the District vehicle, it is the responsibility of the P-BVUSD personnel to notify the Fiscal Services Department: Travel & Conference with the name(s) and position(s) of out-of-district personnel.

**FORM 714180 CONFERENCE/CONVENTION EXPENSE CLAIM FORM**

1. When reimbursable expenses are paid by participants, claims for these expenses are to be submitted before fiscal year end. If the conference occurred in June the employee will have 60 days to submit an expense claim form.
  - a. Per diem rates for meals and incidental expenses are indicated on the Confirmation form.
  - b. Other reimbursable expenses require a paid receipt and a copy of credit card charges (Visa, MasterCard, etc.)
  - c. Group reservations for lodging will be made in the name that appears first.

**GENERAL INFORMATION**

1. All forms must be TYPED.
2. In case of an emergency (such as accident or mechanical failure) contact the District Office, when possible, before incurring additional expenses.
3. Any deviation from the stated policies must be submitted in writing and must be approved in advance by the Authorized District Personnel.
4. Fiscal Services Department: Travel & Conference should be notified of cancellations as soon as possible. Be aware that depending on the policy and or regulations of the event, there may not be a refund. If the event vendor does not refund, the budget code designated to pay for this event initially will still be charged. Registration cancellations must be processed by the person who initially registered for the event.
5. Cancellations for hotels need to be done as soon as possible through Fiscal Services Department: Travel & Conference. Keep in mind that most hotels only refund between 2 to 7 business days prior to check in.
6. If a non-employee stays with an employee during a work event their hotel will be subject to half of hotel costs. The employee will receive an invoice from the district's Fiscal Services Department: Accounts Receivable section.