EDEN CENTRAL SCHOOL DISTRICT

Conference/Transportation Approval and Expense Voucher

I. Name: _____Conference: _____

Location: _____

Date(s) of Conference: _____

Other Staff Attending: _____

Connection to NYS Standards / District CDEP Plan: _____

_____

_____

_____

_____

_____

_____

_____

I would like this conference to apply toward: PT PD COMP _____ or stipend (min. 5 hour blocks) _____

How Do You Plan to Share the Information from this Conference with Others? _____

_____

_____

II. To request permission to attend a conference, please fill out and sign **all but the Actual Expenses column** (right hand column) **and the Certification of Expenses** on the bottom of the form.

Submit the completed form to your principal or supervisor at least two (2) weeks prior to the registration deadline. After final approval by the Director of Curriculum and Instruction a copy will be returned to you. Within one week of your return from the conference, please fill out the Actual Expense column and sign the Certification of Expenses below. **Itemized receipts** must be provided for all expenses. Expenses without **itemized receipts** will not be reimbursed. Sales tax cannot be approved for reimbursement. The Business Office can provide you with a Tax Exempt Certificate.

This section should be completed anytime an employee is requesting the use of a District vehicle:

Transportation		**Expenses** Estimated	Actual
District Vehicle:	Pickup Time: _____ Date: _____ Return Time: _____ Date: _____		
Personal Vehicle:	From: _____ To: _____	_____	_____
Other Trans. Exp. (**itemized receipts** required) Explain: _____		_____	_____
Registration Fee		_____	_____
Substitute Required _____ days @ $85.00 per day		_____	_____
Lodging (attach itemized **receipted bill** and Claim Form):		_____	_____
Miscellaneous (**itemized receipts** required along with Claim Form):		_____	_____
Explain: _____		_____	_____
TOTAL		_____	_____

I hereby certify that the above estimates are reasonable and I agree to submit an **itemized list** of my actual expenses within one week of my return.

Employee's Signature: _____ Date: _____

III. Pre-Approval

_____ _____ _____ _____

Principal/Supervisor Date Director of Curriculum and Instruction Date

IV. Certification of Attendance/Expenses – I hereby certify that I attended the above conference. The amount below and **itemized receipts** attached are just, true and correct and that the amount claimed is actually due.

Amount Claimed: $_____ Employees Signature: _____ Date: _____

V. Claim Approval

Director/Supervisor: _____ Date: _____

The following are the guidelines for conference approval and registration:

STEP 1 – APPROVAL PROCESS

1.	Completed conference request forms must be submitted in a timely manner.
2.	Attached to the conference request form should be an original conference registration form completely filled out and a description/location of the conference.
3.	Registration for conference should not occur until the conference request form has been approved by all required administrators. (Registration will be completed by the Business Office)
4.	Requisition should be submitted at the same time the Principal/Director signs off on the request.
5.	Sub coordinator should be contacted by the staff member to arrange for substitute coverage.
6.	District transportation must be requested. Any mileage payment must be pre-approved and will only be considered if a District vehicle is not available.
7.	Once the conference has been approved, all paperwork will be sent to the Business Office and registration material will be sent with the purchase order.
8.	All conferences including BOCES where there is a cost should be charged against the building and/or Department's conference account.
9.	Emergency or short notice requests will have to be walked through the process.

STEP 2 – ATTENDANCE/EXPENSES

1.	After attending the conference, sign bottom of form stating that you attended the conference and that you will/won't be claiming reimbursement. A copy of certification of attendance must be attached. (If provided by the conference.) In addition, the appropriate Claim and/or Meal Reimbursement Forms must be attached along with itemized receipts.
2.	After the administrator/supervisor has signed off on these forms, send them to the Business Office (include the gold copy of the purchase order if payment is due).