



Conference Submissions: Refresh

November 2024

It's about
audits of
taxpayer
money.

10/19/24, 4:20 PM 6830 - EXPENSE REIMBURSEMENT | Post Details

6830 - EXPENSE REIMBURSEMENT

6000 - FISCAL

6830 EXPENSE REIMBURSEMENT

Last Updated Date: 08/09/2022

Revisions History: 08/09/2022, 04/12/2007, 05/19/2005, 06/19/1997

Related Policies & Documents: 6830E1 (<https://manhassettschools.org/board-of-education/board-policies/policy/~board/board-policies/post/6830e1-conference-request-form>), 6830E2 (<https://manhassettschools.org/board-of-education/board-policies/policy/~board/board-policies/post/6830e2-conference-expense-voucher>)

1. CONFERENCES and PROFESSIONAL DEVELOPMENT

The Board of Education (the "Board") recognizes that all administrators, faculty, and staff members are expected to engage in activities that maintain, enhance and update their skills. For this reason, the District supports a variety of professional development programs, including conference attendance.

1. Approval of Attendance at Conferences

The Superintendent will approve, and the Board will ratify, attendance by administrators, faculty, and staff at any conference or professional meeting that they deem to be in the best interest of the District, and whether such individuals are eligible for reimbursement of expenses under this policy. Approvals will be based on the recommendation of the appropriate Building Principal or director/coordinator.

The Board will determine, by duly adopted resolution, that the attendance of members of the Board or by the Superintendent at any conference or professional meeting is in the best interest of the District, and whether they are eligible for reimbursement of expenses under this policy.

<https://www.manhassettschools.org/post/details/~board/board-policies/post/6830-expense-reimbursement>

What do I need to do to submit a conference application? (3-4 weeks out)



Check with your director or coordinator (*Is this in the budget?*)



Submit to Frontline Aesop (*Will I need a sub?*)




Submit to Frontline Professional
Development

Remember: If it's during the school day,
you can only apply for CTLE hours,
otherwise it's "double-dipping."

Complete and Submit the “Green Form”

- If appropriate, don't forget to add:
- **Lodging**
- **Meals** (Breakfast = \$10/max, Lunch = \$15/max, Dinner=\$25/max)
- **Driving?** (Attach a Google map of the route. Must be from the shortest distance to the site, either school or home.) Calculate the mileage using the current IRS rate.
- **Tolls?** [Use this calculator.](#)
- **Registration fees** should be paid directly from the district

 **MANHASSET UFS** **FORM 6830-E-1**
CONFERENCE REQUEST FORM
(SUBMIT ONE COPY OF THIS REQUEST FORM)
FREE CONFERENCES: completed forms & paperwork must be submitted at least 2 weeks in advance.
PAID CONFERENCES: must be submitted at least 3-4 weeks before the conference's "REGISTRATION BY" date.

Use this form for obtaining prior approval for attendance at all activities and/or any other absence from regular assigned duties where participation in the professional activities is related to employment in the District.

PLEASE ATTACH ANY DESCRIPTIVE MATERIAL ABOUT THE CONFERENCE TO THIS REQUEST

NAME: _____ SCHOOL: _____

TITLE/GRADE OR SUBJECT: _____

CONFERENCE LOCATION: _____ CHECK IF VIRTUAL

DATE(S) OF CONFERENCE: _____

SPONSOR OF CONFERENCE: _____

TITLE OF CONFERENCE: _____

SUBSTITUTE NEEDED: Yes No NAME OF SUBSTITUTE: _____

ESTIMATED COSTS RELATED TO ATTENDANCE AT CONFERENCE:

LODGING:
MEALS:
REGISTRATION:
TRANSPORTATION:
OTHER EXPENSES:
*TOTAL:

IMPORTANT NOTES AND PROCEDURES:

- *TOTAL amount listed will be the maximum allowable expense.
- Itemize "other expenses" & comments about the costs related to attendance at this conference and ATTACH TO THIS FORM.
- Reimbursement for meals is limited to:
\$10 for breakfast, \$15 for lunch, and \$25 for dinner.
(Must submit ORIGINAL RECEIPTS only showing itemized food and beverage purchases)

Upon return to the District, submit a completed Conference Expense Voucher Form 6830E-2 with original receipts for the approved reimbursable expenses to the Business Office within 7 days of Conference.

Relevance of Conference to Present Assignment: _____

FOLLOW-UP PROCEDURES: Please indicate how your attendance at the conference will be shared with your colleagues (e.g., a grade-level / department / faculty meeting, Superintendent's Conference Day Workshop, in-service offering, etc.). Give dates, times, and places where known.

APPLICANT'S SIGNATURE: _____ DATE SUBMITTED: _____

APPROVED BY:

COORDINATOR/DIRECTOR: _____	PRINCIPAL: _____
BUSINESS OFFICIAL: _____	SUPERINTENDENT OF SCHOOLS: _____

Attach:

The conference description



Your map/transportation information



Your Frontline PD form



Submit to the C & I office for review.

Why are conferences approved by the BOE?

Any time we spend taxpayer monies, including for subs, the forms are provided to the BOE for review and approval on the consent agenda.



They are provided with your completed green form.

Common “Before Conference” Errors:

1


Form submitted
without all
necessary
signatures

2


Missing
information

3

Estimated fees



Special Note: BOCES
Conferences/Trainings

- If this is a BOCES conference, and you can't attend you *must cancel...even if you cancel that morning. They will charge the district otherwise.*
- 


At the
Conference:

Be sure to save the
conference
completion certificate.

Save your food
receipts (no alcohol).

If you are requesting reimbursement, please:

- Complete the conference expense form
- Attach your certificate of completion
- Attach receipts
- Be sure you have the proper signatures
- Submit to the Office of Curriculum & Instruction as soon as possible. (Don't wait!)

 **Manhasset Public Schools**
Excellence Through Effort

FORM 6830-E-2

CONFERENCE EXPENSE VOUCHER

INSTRUCTIONS:
Enter monetary expense under appropriate day and description.
Exclude New York State and local sales tax on rooms and lodging. School District employees on official business are exempt from such taxes on presentation of Exemption Certificate, copies of which are obtainable in advance from the Business Office.
Attach all original itemized bills. To be reimbursed, meal receipts must be an itemized list of what was purchased. Completed form is to be submitted to the Building Principal and forwarded to the Superintendent within 7 days of the completion of the conference.

NAME (please print): _____ PURCHASE ORDER #: _____
 SCHOOL: _____ STAFF POSITION: _____
 CONFERENCE: _____ LOCATION: _____
 DATE(S) OF ABSENCE FROM SCHOOL: _____

		SAT	SUN	MON	TUES	WED	THU	FRI	
MEALS	Breakfast (\$10 Max) Detailed Receipts								
	Lunch (\$15 Max) Detailed Receipts								
	Dinner (\$25 Max) Detailed Receipts								
	LODGING (Paid directly by the District)								
TRANSPORTATION	GROUND TRANSPORTATION mileage x (\$0.655) (PRINT/ATTACH GOOGLE MAPS)								
	PLANE								
	TRAIN								
	BUS								
OTHER EXPENSES	REGISTRATION FEES (Paid directly by the District)								
	PARKING								
	OTHER (specify)								
TOLLS									
DAILY TOTALS:									
								TOTAL EXPENSES	
								MAXIMUM ALLOWABLE EXPENSES (From Conference Request Form)	
								ACTUAL REIMBURSEMENT (To be completed by business office)	

SIGNATURE OF CLAIMANT: _____ DATE SUBMITTED: _____

THIS IS TO VERIFY THAT EXPENSES HAVE BEEN APPROVED FOR THE ABOVE CONFERENCE

PRINCIPAL/ADMIN: _____ DATE: _____
 PURCHASING AGENT: _____ DATE: _____
 SUPERINTENDENT: _____ DATE: _____

After the Conference, go to Frontline PD to “Mark Complete”


Once your request has been approved, you will see it under Approved and/or In-Progress on your Learning Plan page. In order for the hours to show on your transcript, you must complete the following steps:

- **Click *Manage*:**

Approved and/or In-Progress (1 Record(s))

Manage	Virtual Training for Math Teachers	07/24/2020	07/24/2020	Out-of-District Request
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- **Click *Mark Complete*:**

 Please use the 'Mark Complete' button (below) to submit this request for final approval. If an evaluation has been assigned, you must complete the evaluation before you can use the Mark Complete button. Any required evaluations will be listed below.

Actions

View/Print Form	Download Calendar File
Mark Complete	Revise/Resubmit Form
Drop	

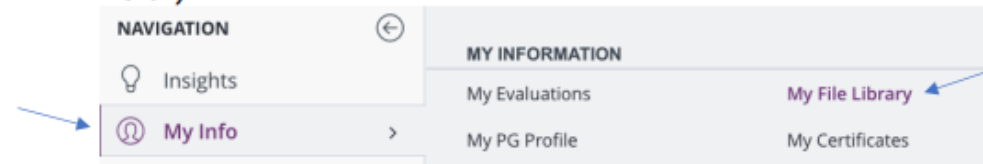
FRONTLINE HELP GUIDE (GENERAL USER)

[frontline help guide](#)
(general user)

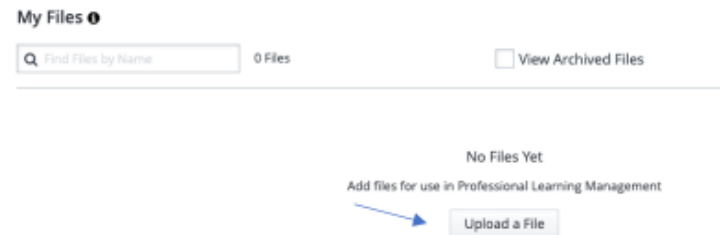
How to attach
a certificate of
completion (or
any other file)
on Frontline
PD:

My File Library:

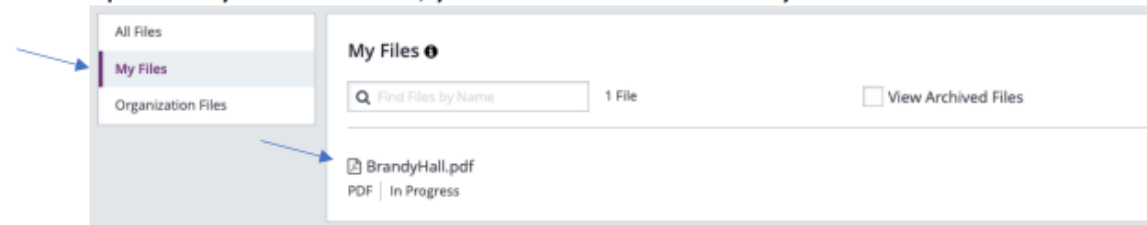
Certificates received for PD sessions that you have attended can be uploaded and stored in *My File Library*. To upload a certificate, go to *My Info* and then *My File Library*:



Click *Upload a File*:



Choose your certificate from the documents on your computer. Once you have uploaded your certificate, you will see it under the *My Files* icon:



Other things auditors flag:



YOU PAID, BUT DIDN'T ATTEND
THE CONFERENCE AND SUBMIT
FOR REIMBURSEMENT.



THE PURCHASE ORDER IS CUT
AFTER THE CONFERENCE
OCCURS.



YOU REQUEST REIMBURSEMENT
AND THE PAPERWORK IS
INCOMPLETE.

Conference Quick Guide

Essential DOs ✓

- Submit all forms 3-4 weeks ahead
- Get director's budget approval first
- Let district handle registration payment
- Keep all conference certificates
- Save eligible receipts

Critical DONTs ✗

- Submit unsigned/incomplete forms
- Pay registration personally
- Skip BOCES cancellations
- Delay reimbursement paperwork
- Request POs after conference

Need help?



Contact the Office of Curriculum & Instruction
X 7741 or 7742



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