PASADENA UNIFIED SCHOOL DISTRICT
Planning, Innovation, Accountability & Special Projects
College & Career Academies

Nonprofit Private Schools Conference Reimbursement Checklist

Before the Conference

- ✓ Ensure the conference aligns with your school's agreed-upon needs/plan discussed with Pasadena Unified School District
  - ✓ In your email request, briefly state which goal(s) the conference supports
  - ✓ Complete the Green Sheet Conference Form and email it to Danny Marquez (marquez.danny@pusd.us)
    - ✓ Include a link or flyer with detailed conference information.
- ✓ Wait for email approval from the State & Federal Programs Department before registering or attending.

Reminder: Reimbursements can only be made to employee attendees

After the Conference

- ✓ Complete the Reimbursable Conference Expense Report
- ✓ Email the completed form to Danny Marquez

Please note: Per guidelines from the California Department of Education (CDE) additional information may be requested. (i.e. presentations, agenda, attendee sign-in sheet, etc.)

***SUBMIT ALL CONFERENCE REIMBURSEMENT REQUESTS* BY MARCH**

For any questions, email marquez.danny@pusd.us

TO ACCESS THE FORMS NEEDED PLEASE VISIT Special Projects, State & Federal Programs / Private Schools