



## St. Mary's County Public Schools

### PREAPPROVAL REQUEST TO ATTEND A PROFESSIONAL CONFERENCE

#### ***MULTI-DAY AND/OR OUT-OF-STATE***

This form is to be completed for each professional conference that is multi-day and/or out-of-state. If the conference you are attending is in-state and only for a day, please use the "Preapproval Request to Attend a Professional Conference Single-Day form. One form is required per site, per event, with a lead person completing the form. The form is required to be submitted at least **two weeks** prior to reservations or registrations being completed. Registration and reservations may only be made **after** the activity has been approved and this form signed by the Deputy Superintendent.

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Position: \_\_\_\_\_ School/Office: \_\_\_\_\_

#### **Conference Information**

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

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

Date(s) of Conference: \_\_\_\_\_

Purpose of Conference Attendance, to include a conference agenda:

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#### **Budget Information**

Total cost of attendance: \$ \_\_\_\_\_

Breakdown of expenses (e.g., registration fee, travel, accommodations):

- Registration fee: \$ \_\_\_\_\_ Travel expenses: \$ \_\_\_\_\_ Accommodations: \$ \_\_\_\_\_
- Other expenses: \$ \_\_\_\_\_ Funding source/account number: \_\_\_\_\_
- Does your position require substitute coverage? Yes No (If so, for how many days? \_\_\_\_\_)

#### **Action Steps**

The following action steps will be taken upon return from the conference to increase staff capacity for innovation implementation.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once approved, the attendee must submit a Request for Administrative Leave in Smartfind. For reimbursement to be processed for conference-incurred costs, original receipts must be submitted within **10 work days** and attached to the [Conference Expense Reimbursement Form](#). Each participant must also submit a [Post Conference Report](#) before reimbursements will be disbursed.

#### **Approval**

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

When an SMCPs employee attends a conference, there may be significant implications for both students and the budget. To address concerns about wasteful spending, missed instructional days, and the impact on student support, SMCPs has developed a stringent and detailed approval process for employee conference attendance. The process considers factors such as alignment with district goals, impact on student learning, budgetary implications, timing and scheduling, alternative options, and evaluation and reporting. This rigorous approval process ensures that our limited resources, and the resources of our other funding agents, are allocated wisely, prioritizing student needs while supporting employee growth. The benefits of this process include reducing unnecessary expenses, improving student outcomes, and enhancing transparency.

### **Instructions:**

1. **Complete this form for each professional conference.**  
This request is ONLY required if there is an expense associated with your attendance. This includes registration costs, mileage reimbursements, substitute coverage, etc. This form is not required for state-wide meetings where mileage reimbursement and substitute coverage are not needed.
2. **One form is required per attendee unless fees and expenses cover multiple attendees.**  
This form can be used if multiple attendees are attending the same conference and all fees are inclusive. For example...the registration fee covers a team of people and that team is carpooling.
3. **The form is required to be submitted at least two weeks prior to reservations or registrations being completed.**  
Be sure to complete and submit to the first level of approval **two weeks** prior to registering for the event. This will allow adequate time for approval and return. Registration may only be made **after** the activity has been approved and this form signed by the Deputy Superintendent.

### **Completing the Form**

1. **Conference Organizer/Attendee**  
The Conference Organizer/Attendee is responsible for obtaining permission for attendance, funding, registration, and travel as appropriate. A form is required for each participant.
2. **Conference Information**  
Complete all necessary information regarding the conference, including the name/organization of the conference, the location, and the purpose of conference attendance. Consider how attending this conference will impact school or school system goals and priorities, or attainment of objectives. Identify its connection to the Master Plan and/or school improvement plans.
3. **Funding Source**  
Identify the funding source using the appropriate budget code. If a travel advance per diem is required, please mark as such.
4. **Attendees**  
List staff members who will be attending this conference, including their position. Identifying those attending is a critical component in the decision-making process as it will set the action plan in place. Those who attend the conference should be willing to commit to implementing new learning at the school site or system level.
5. **Action Steps**  
Articulate specific ways new understandings from the participation in this conference will impact school improvement and system improvement efforts.
6. **Post-Conference Submissions**  
For reimbursement to be processed for conference-incurred costs, original receipts must be submitted within **10 work days** and attached to the [Conference Expense Reimbursement Form](#). Each participant must also submit a [Post Conference Report](#) before reimbursements will be disbursed.