



Conference Attendance and Reimbursement Request

Part I – Conference Attendance Request

To be completed 10 days prior to conference. Submit to the Business Office.

Employee Name	Budget Code			
School/Department	- - - - -	- 5220 -	- - - - -	\$ 0.00
Conference Location	- - - - -	- 5220 -	- - - - -	\$ 0.00
Date		Conference Title		\$ 0.00

Always attach a copy of the conference flyer.

Type	Document	ARQ#	PO#	Amount
Registration	☐ Escape Requisition			\$ 0.00
	☐ Conference Registration Form attached			
Lodging	☐ Escape Requisition			\$ 0.00
	☐ Escape Requisition (air/train/car rental)			0.00
Transportation	☐ Personal vehicle -- Estimated round trip 0 miles x mileage rate 0.760			0.00
	☐ Bkfst \$23 x 0 = \$ 0 Lunch \$26 x 0 = \$ 0 Dinner \$ 38 x 0 = \$ 0			0.00
Substitute	☐ Request for Release and Substitute Teachers (enter School Business Agreement in Digital Schools)			

(For business office use only)

Amount Encumbered \$ _____

Vendor # _____ **TC#** _____

Total Estimated Expenses \$ 0.00

Employee signature

Administrator signature

Date

Date

Principal signature

Program coordinator signature

Date

Date

These two amounts should be the same.

Part II – Conference Reimbursement Request

To be completed immediately after conference. Make sure your conference flyer is still attached. Attach all required (*), detailed receipts. No receipts are required for food Per Diem. Employee signature and supervisory approval required when complete.

Date	Breakfast	Lunch	Dinner	Mileage	Lodging*	Registration*	Other	Total
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
Amount due to employee								\$ 0.00

I certify that the expenditures incurred were for the benefit of employees or trustees of the District and any expenditure for non-employees will be reimbursed to the District. I further certify that items purchased constitute a legal claim against the District and that no prohibited items (alcohol, tobacco etc.) are included.

Employee signature

Date

Supervisor/Manager/Administrator signature

Date