



MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT

Timothy Burns
Business Administrator
(85) 289-2160
timothy.burns@redjacket.org

Professional Conference and Travel Procedures

All professional conferences, workshops, and travel must be approved in advance.

Employees should not pay for conference, hotel, travel, or meal expenses with personal funds unless specifically authorized. Expenses incurred without prior approval may not be reimbursed.

1. Discuss the Conference with Your Supervisor

Before registering for a conference, discuss the following with your supervisor:

1. **Funds in the Budget**
 - Confirm that sufficient funds are available in the appropriate budget.
2. **Coverage While Out of District**
 - Discuss how your absence will be covered and ensure that being out of the District will work with the needs of your building or department.

2. Submit Professional Growth Approval

Submit the conference for approval through [Frontline Professional Growth](#) (45 Days before Conference).

Include all applicable estimated costs:

- Conference registration
- Hotel, if applicable
- Transportation (If District Vehicle is not available)
- Meals
- Parking (Hotel and/or Airport)
- Flight, if applicable

3. Arrange Transportation and Determine Travel Costs

District Vehicle

Check with Carmen Johnson-Lawrence to determine whether a District vehicle is available.

Personal Vehicle

If a District vehicle is not available, submit:

- A [Google Maps](#) mileage route using the **closer of your home or the District as the starting point**
- Estimated tolls using the [New York State Thruway Toll Calculator](#)

Meals

Meal reimbursement is limited to:

- **\$50 per day maximum**
- **\$25 per meal maximum**
- An **overnight stay is required** for meal reimbursement

Air Travel

If a flight is required, include the estimated cost in the Frontline Professional Growth approval and coordinate the purchase with Tim using the District credit card.

4. Submit Requisition for Prepayment

After Frontline Professional Growth approval has been received, submit the appropriate requisition to the Business Office or your supervisor for prepayment.

Before submitting the requisition, determine whether the vendor accepts a purchase order or whether payment must be made using the District credit card.

If a credit card purchase is required, the requisition should be made payable to **First Bank Card**.

Requisition Information (30 Days before Conference)

Conference Registration

- Include the conference registration cost.

Hotel

- Include the hotel and parking cost, if applicable.

Transportation

- If using a District vehicle, confirm availability with Carmen Johnson-Lawrence.
- If a District vehicle is unavailable, submit the Google Maps mileage calculation and toll estimate.
- Mileage and toll requisitions should be made payable to **the employee**.
- Parking at the Conference

Meals

- Maximum of \$50 per day and \$25 per meal.
- Overnight stay is required for meal reimbursement.
- Meal requisition should be made payable to **the employee**.

Flight

- If applicable, coordinate the flight purchase with Tim using the District credit card.

5. One Week Before the Conference

Complete the following:

- Confirm that your absence has been entered in Frontline Absence Management. The absence should sync from Frontline Professional Growth.
- Confirm with Carmen that the District vehicle is available, if applicable.
- Obtain a Tax Exempt Form from the Business Office.
- Obtain a District check, if applicable for the hotel.
- Submit your substitute teacher/coverage plan to the appropriate office, if applicable.
- Ask your office or supervisor for copies of all purchase orders associated with the conference.

6. During the Conference

Keep all documentation necessary for reimbursement:

- Hotel receipt
- Meal receipts
- Parking
- Other receipts for approved reimbursable expenses

7. After the Conference

Complete the reimbursement process promptly after returning:

1. Accurately complete the [Claim Form](#) for all approved reimbursable expenses incurred in accordance with the purchase order.
2. Attach all applicable receipts.
3. Sign the Claim Form and include the appropriate purchase order number on all receipts/documentation.
4. Submit the completed Claim Form to your supervisor for review and approval.

8. Planning for Future Conferences

If you anticipate attending the same conference or a similar professional development opportunity the following school year, discuss it with your supervisor during the **March/April budget development process** so that funding can be considered in the appropriate budget.

Important: All conference and travel expenses must receive the appropriate **prior approval and prepayment authorization** before expenses are incurred. Personal payment of expenses without prior approval may not be reimbursed.