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

Nonprofit Private Schools
Conference Reimbursement Checklist

This checklist walks your school through requesting approval for a conference and getting reimbursed afterward. Follow the steps in order — approval must come before you register or attend.

⚠ **Important:** Reimbursements can only be made to employee attendees. Board members, volunteers, and non-employees are not eligible.

PART 1 — Before the Conference

STEP 1 Confirm the conference fits your plan

- ✓ Make sure the conference aligns with your school's agreed-upon needs and plan on file with Pasadena Unified School District.

STEP 2 Send your request by email

Send one email to privateschoolstitleii@pusd.us that includes all of the following:

- ✓ A brief statement of which goal(s) the conference supports
- ✓ The completed Green Sheet Conference Form
- ✓ A link or flyer with detailed conference information (dates, location, agenda topics)

STEP 3 Wait for approval

- ✓ Do not register or attend until you receive written approval from the State & Federal Programs Department.

PART 2 — After the Conference

STEP 4 Submit your expense report

- ✓ Complete the Reimbursable Conference Expense Report.
- ✓ Email the completed report to Danny Marquez (marquez.danny@pusd.us), along with your receipts.

STEP 5 Be ready for follow-up requests

- ✓ Per California Department of Education (CDE) guidelines, additional documentation may be requested — for example, presentations, the agenda, or an attendee sign-in sheet.

SUBMIT ALL CONFERENCE REIMBURSEMENT REQUESTS BY MARCH

Forms & Resources

- Green Sheet Conference Form
- Reimbursable Conference Expense Report
- Special Projects, State & Federal Programs / Private Schools page (all forms)

Questions? Email Danny Marquez at privateschoolstitleii@pusd.us.