

## CONFERENCE AND TRAVEL INSTRUCTIONS

### 3 weeks prior to conference or workshop:

For insurance purposes and your protection, Conference/Travel (C/T) request form must be approved regardless of amount of claim. Submit request for out of state travel 30 days in advance for Board approval.

**1. Completely fill out** the left side (Part A) of the C/T form prior to your workshop or conference and before the registration deadline to allow sufficient time for approvals.

**2. Attach** to C/T form the conference registration form or meeting announcement showing where, when, and fees. Attach mileage directions from work site to event i.e. Google Maps or MapQuest.

**3. Submit** form to supervisor for signature and budget number. Site Administrative Assistant then forwards hard copy of C/T package to Assistant Superintendent Business Services for approval. Signed & approved C/T form will be returned by Asst Supt to originating site/dept Administrative Assistant.

#### **4. After receiving the signed and approved C/T form, Admin Assist will:**

- Enter the requisition for conference fees (unless prepaid for reimbursement by attendee)
- Scan C/T package and attach to electronic requisition
- Distribute copies of signed C/T form to attendees. (Reimbursement requisition for all amounts over \$500 is not entered until *after* the event.)

**5. Attendee keeps their copy** of the approved form for submittal of expenses on Part B (right side of form), after conference / workshop is completed. Attendees should keep all of their own individual, detailed receipts for reimbursement. Note: Gratuities and Alcoholic beverages **are not reimbursable**.

#### **6. After conference/workshop is approved and form is returned to attendee:**

- If the attendee is prepaying the registration for reimbursement, they are responsible for registering themselves for the event.
- If the registration is being paid via purchase order, Purchasing is responsible for registering the attendee for the event.
- The attendee is responsible for making all transportation and/or lodging reservations. Travel transportation and hotel fees will be submitted for reimbursement after the event. (See #7 below)

#### **7. Upon returning from a conference or workshop, the attendee is required to:**

- Complete Part B (right side) of the approved Conference/Travel Request and Expense Claim form
- Attach detailed original receipts for all expenses. Tape original receipts to an 8 ½"x11" piece of paper. (Attendee should keep a copy of receipts for their records).

- Attendee sends reimbursement form with original receipts to Site/Dept Admin Assist. Expenses must be submitted within 10 working days upon returning from conference or meeting (BP 3350).

**8. If total expense claim exceeds the estimated total expense by more than 10%,** Payment Approval field in lower right corner must be signed by funding source administrator to indicate approval of additional expense.

**9. Admin Assist: Completed Expense Claim form (Part B) and receipts are processed as follows:**

- If claim is under \$500, send form & receipts to Fiscal Services Accounts Payable to be processed via Revolving Cash. No additional Revolving Cash reimbursement form is needed.
- The completed C/T form takes the place of Revolving Cash form.
- If claim is over \$500, issue a requisition for reimbursement, note req # on C/T form and send form with original receipts to Purchasing to be processed via a purchase order.

**10. C/T requests that have zero (0) costs:** These will typically only be for administrators or staff who receive mileage stipends and the workshop is free:

- Attendee completes the C/T form and submits to their supervisor for approval.
- C/T form is forwarded to Assistant Superintendent for approval.
- Approved C/T form is returned to originating site/dept.
- Site/Dept keeps the form for their files. No need to send it to Purchasing or Fiscal since there are no costs involved