

Request for Approval

Conference/Travel Guidelines

Prior to submitting a purchase order to attend a conference, all teacher, Special Ed and staff members must complete a Conference/Travel Pre-Approval Form. Staff members authorized to attend a workshop or conference will submit separate purchase orders for travel tickets, hotel reservations, and conference or workshop registrations.

1. Attach Documentation (registration form, event flyer, brochure, etc.) supporting the conference attendance request.
2. Each attendee must obtain appropriate approval signature(s) before attending at the conference or workshop. If employee works at multiple sites, **all principals and direct supervisors**, must sign the approval form. Classified employees must obtain both the principal and direct supervisor approvals. In general, staff will not be compensated for attending conferences, workshops, summer institutes, etc., when attended outside of work contract hours.
3. Upon return from the conference or workshop each attendee must complete and sign the **“Travel Expense Claim”** and the **“Purchase Expense Claim”** forms to be reimbursed for any prior approved ‘out-of-pocket’ expenses per directions indicated below.
4. A conference/workshop attendance or completion certificate must accompany all requests for expense reimbursements.

****An approved form must accompany your purchase order****

TRAVEL: Employees authorized to attend a conference or workshop may be reimbursed mileage or airfare depending upon whichever is **pre-approved** by immediate supervisors. Mileage reimbursement will be at the approved federal rate. Employees are encouraged to carpool to local conferences and workshops when possible.

ACCOMODATIONS: Employees authorized to attend a conference or workshop that requires overnight lodging will be reimbursed per GSA regional rate: <http://www.gsa.gov/portal/category/100120>

MEALS: Employees will be reimbursed for meals at the following rates:

Breakfast: \$12 for travel that begins before 6:30 a.m.
Lunch: \$15
Dinner: \$28 for travel or PD activity that terminates after 8 p.m.

Receipts **will not** be required for per diem meals. Any meals included in the conference fee or alcoholic beverages will not be reimbursed.

For travel and hotel reservations reimbursement, please include:

1. Name of conference
2. Person(s) making trip
3. Purpose of trip, date of departure and return
4. Employee to complete air transportation reservations
5. To be reimbursed for all conference/workshop expenses **original receipts** must be provided
6. Employee to submit a conference attendance or completion certificate with all requests for reimbursement