

Conference Request Procedures

Step 1 <i>Staff Member</i>	Staff member completes attached conference request form and conference registration materials (ie: brochure). Submit entire conference packet to your Principal at least 3 weeks prior to the conference deadline.
Step 2 <i>Principal</i>	Principal will take the conference request to the next administrative team meeting for approval or denial. This will be based on relevancy to district's goals and, if approved you will be notified by your Principal.
Step 3 <i>District Office</i>	The appropriate Administrator will code the conference and the packet will be given to the Business Office to complete the registration.
Step 4 <i>Business Office</i>	Upon completing the registration, the Accounts Payable Clerk will send you a copy of the purchase order (PO) and copies of registration materials. Keep these and take them with you to the conference as verification that you are registered. Arrange for a substitute teacher if needed.
Step 6 <i>Staff Member</i>	After attending the conference, share the information learned with grade level, department, building or district faculty / staff.

BASIC GUIDELINES FOR REIMBURSEMENT OF CONFERENCE EXPENSES

If you have any questions about what will or will not be reimbursed, contact your Principal before you spend any money. **The district reserves the right to refuse to pay unreasonable expenses. The Superintendent has final approval of all expenses.**

OVER



- ★ Conferences within 125 miles of Holley are considered commuter conferences; lodging expenses are not reimbursable.
- ★ Lodging/travel expenses for conferences in excess of 125 miles may or may not be approved. Contact your Principal for pre-approval. Approval must be in writing.
- ★ Original receipts (tolls, food, lodging, etc.) are required for reimbursement of expenses.
- ★ Food (If a meal is included in the registration, you will not be reimbursed for it.)
 - Commuter Conference—1 meal*
 - Multiple Day Commuter Conference—1 meal (unless prior approval is given in writing by your Principal for additional meals)
 - Multiple Day Out of Area Conference—3 meals/day
- ★ A standard claim form should be used for reimbursement of the above items. Please see the Accounts Payable Clerk for the form.

Conference Request

Name _____ Grade/Subject _____

Title of Conference: _____

Presented By: _____

Date(s) _____ Location _____

Registration Fee \$ _____ Will you require a substitute for coverage? Yes / No

Explain how this conference benefits the District and/or the current students:

Date information will be shared with department/ grade level/ building _____

Pupil Personnel Services (PPS) staff:

Conference provides _____ CEUs and is _____ is not _____ required for licensure.

In order to maintain licensure, _____ # of CEUs required by _____ (date).

Date Recv'd	Building Principal	___ approved	___ denied	Date
Date Recv'd	Director of Teaching and Learning	___ approved	___ denied	Date
Date Recv'd	Superintendent	___ approved	___ denied	Date

For District Office Use	Funding Source	After Approval
Code: _____		Original: Business Office
Substitute Cost: _____		Copies for:
		_____ Principal _____ Director of Teaching and Learning _____ Staff