

Appendix D - Conference Request Procedures

<p>Step 1 <i>Staff Member</i></p>	<p>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.</p>
<p>Step 2 <i>Principal</i></p>	<p>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.</p>
<p>Step 3 <i>District Office</i></p>	<p>The appropriate administrator will code the conference and the packet will be given to the Business Office to complete the registration.</p>
<p>Step 4 <i>Business Office</i></p>	<p>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.</p>
<p>Step 6 <i>Staff Member</i></p>	<p>After attending the conference, share the information learned with grade level, department, building or district faculty / staff.</p>

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.

**HOLLEY CENTRAL SCHOOL DISTRICT
CONFERENCE REQUEST PROCEDURES (Cont'd)**

Conference Request Form

Name _____ Grade/Subject _____

Title of Conference _____

Date(s) attending Conf. _____ Location _____

Will you require a substitute? Yes / No

Do you require hotel reservations? Yes/No If yes: How many nights? _____

Hotel Check In Date: _____ Hotel Check Out Date: _____

Estimated Costs:

Registration Fee \$ _____ Substitute cost if needed \$ _____ Hotel \$ _____ Flight \$ _____

Fuel/Mileage \$ _____ Meals \$ _____ Parking \$ _____ Tolls \$ _____ Taxi/Uber \$ _____

TOTAL ESTIMATED COST \$ _____ Charge to code: _____

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/CTLE and is _____ or is not _____ required for licensure.

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

Administrator Approval:

_____	_____	_____ approved _____ denied _____	_____ Date
Date Rec'd	Building Principal		
_____	_____	_____ approved _____ denied _____	_____ Date
Date Rec'd	Director of Teaching & Learning		
_____	_____	_____ approved _____ denied _____	_____ Date
Date Rec'd	Superintendent of Schools		

After Approval: Original Business Office

Copies for: _____ Staff _____ Business Off. _____ Director of Teaching & Learning _____ Admin. Asst.