

PROCEDURES AND REGULATIONS FOR CONFERENCE REQUISITIONS AND CLAIM SUBMISSIONS

Please review the Conference Procedures & Regulations prior to completing this form

Conference Requisition Form:

- Do not register for any conference until you have received approval from your principal (he / she will reach out to Educational Services).
- Once approved, each staff member requesting to attend a conference is required to complete this form.
- Completed forms must be submitted to your principal / building administrator for review:
 - 60 days prior to the conference if a District PO is accepted for registration.
 - 30 days prior if there is no cost or you are pre-paying all expenses.
- Include all relevant conference announcement materials (flyer, brochure) and confirmation of registration if applicable.
- Indicate ALL estimated expenses you may incur. Examples include: registration fees, mileage w/ mapquests, car rental, parking , tolls, meals, airfare, hotel, taxi / Uber, etc.
- Incomplete forms and / or inadequate backup will be returned to you and may delay your request.
- Upon administrator approval, staff members are required to make their own travel arrangements. Please keep in mind, the District requires cost effective travel at all times. Examples include: District van use, carpooling, coach / economy airfare, hotel sharing, etc.
- **Please note: You will be required to pay for hotel, airfare and/or conference registration fees, when a District Purchase Order will not be accepted in advance of the conference.** Please keep all itemized receipts for reimbursement.
- Please use the NYS Tax Exemption Certificate (ST-129) provided to you with your approval packet when making in-state hotel reservations.

Conference Expense Claim Form:

- Each staff member must complete their own claim for reimbursement of expenses.
- Completed Claim forms, once approved by your principal / administrator, should be submitted to the Board of Education, attention: Accounts Payable.
- All expenses must be accompanied by original itemized receipts and are subject to final approval.
- Mileage is reimbursed at the current IRS mileage rates which can be found here: www.irs.gov/tax-professionals/standard-mileage-rates.
- If you choose to go directly from home to the conference (and / or back home) the mileage that you normally travel to work will be subtracted from the mileage to the conference.
- Meals are reimbursed, including taxes and tips, up to the daily maximum GSA per diem rates which can be found here: www.gsa.gov/portal/category/21287.
- Overnight airport parking is reimbursable at 50% of your cost with parking receipt.
- Alcoholic beverages, entertainment, and personal expenses will not be reimbursed.