

Guidelines for Conference Attendance Request Form

The Conference Attendance Request Form is to be completed by all SISD staff, prior to attending a conference.

Conference with Expenses:

Before Conference

- 1. Complete the Conference Attendance Request Form, providing all conference information, (top box of form) along with estimated expenses, signature and date filled out. Mileage is calculated from home or office, whichever is less.
- 2. Obtain necessary Prior Expense Approvals (signatures) and Account number(s). The Superintendent needs to approve (sign) all Out-of-State travel.
- 3. Once the conference has been approved, fill out your request for “time off” for your conference date(s) in Skyward, if applicable.
- 4. If any expenses need prior payment, now they can be made. Each prepayment will need a copy of the Conference Attendance Request Form attached, showing approval to attend. Make sure to include all supporting documentation showing vendor, address, cost, etc. for prepaid expenses.

After Conference

- 5. Complete actual expenses on the original Conference Attendance Request form that has estimates and prior approvals. Calculate the amount to be reimbursed. Make sure to sign and date.
- 6. Submit this form along with all original receipts, agenda/brochure, etc. to your supervisor for final approval of Actual Expenses. Only detailed receipts are accepted, with no alcohol present. We are sales tax exempt for Michigan. Actual expenses that are higher than estimated expenses can be denied.
- 7. When you have received final approval of your expenses you will create an employee reimbursement in Skyward. Your Purpose for Reimbursement is **Conference**, with costs broken out by category. The amount being reimbursed needs to match the amount entered in Skyward. Attach all supporting documentation. The attachments can be a single scan, with multiple pages, facing upright.
- 8. A check request in Skyward will be created for all invoices, billed after the conference.

Conference with NO Expenses:

Follow steps 1-3, then after your conference complete steps 5 & 6. The applicable department will maintain all paperwork.