

Workshops, Conferences and Travel

REGISTRATION

The district form must be completed and approved by an administrator in advance to assure district responsibility for payment. **All** conferences, workshops, seminars, etc., including those held through Bay Arenac ISD online registration require that this form be approved **in advance**.

After the administrator approves this form, the form number can be used as your purchase order number for the Bay Arenac online registration.

PRESS HARD YOU ARE MAKING 5 COPIES

Bangor Township Schools
3520 Old Kawkawlin Road
Bay City, MI 48705
Phone: (989) 684-8121
N^o. 3994

**SCHOOL BUSINESS LEAVE
and
TRAVEL REIMBURSEMENT REQUEST**

ESTIMATED EXPENSES		ACTUAL EXPENSES	
		ITS PREPAID	TO BE REIMBURSED (ATTACH RECEIPTS)
Registration Fee	\$	\$	\$
Est. Mileage = \$			
Actual Mileage = \$			
Meals and Tips (15% Tip Max)			
LODGING			
Phone Calls			
Local Tax %			
# of Nights			
Taxi/Parking			
Other (Specify)			
Total	\$	\$	\$

How do you intend to share or use this experience when you return?

Account Number to be charged to: _____ Date: _____
Supervisor Approved: _____

SEND SUPERVISOR APPROVED FORM INTACT TO ACCOUNTS PAYABLE WITH REGISTRATION FORM AND HOTEL INFORMATION IF PRE-PAYMENT IS DESIRED

DISTRIBUTION: White - Employee (To be reimbursed with actual expenses and receipts) Green - Employee Blue - Supervisor
Pink - Business Office Yellow - Attendance Secretary

Send completed conference registration form to the Administration Building with the above INTACT travel form. Do not keep any copies at this point.

HOTEL If a hotel stay is necessary the attendee needs to make their own reservation against their credit card and a copy of the confirmation is to accompany the travel form. Please note: you need to get tax information when you make your reservation. The district will need to pay any local taxes and fees, but will not have to pay the 6% sales tax. Therefore you need to get the amount due less the 6% sales tax. Please be sure you indicate the correct amount due in the estimated expenses column. A district check made out to the hotel will be sent to you along with the tax exemption information for you to present upon hotel registration. An itemized hotel bill needs to be obtained and can be returned along with your receipts and reimbursement request.

PRE-PAYMENT OF REGISTRATION will be made and noted on form. Your white and green copies and the administrator copy will then be returned through school mail. If you have requested a hotel check, the form will be held until approximately a week before the conference and the hotel check will accompany the form back to you at your building.

REIMBURSEMENT OF EXPENSES

The Board of Education requires **itemized meal receipts** (not credit card receipts for only the total due) for reimbursement. No alcohol can be reimbursed. A 15% tip if shown on your receipt will be reimbursed. Receipts are needed for parking, etc. Items such as phone calls and in room movies from hotel rooms **will not** be reimbursed.

Any reimbursement including mileage due employee must be entered and totaled under TO BE REIMBURSED as a statement that this is a legitimate reimbursement due you. Attach receipts to white copy and forward to Accounts Payable at the Administration building. The green copy is for you to keep as record of your reimbursement request.

Reimbursements are made during the normal bill-paying run following timely receipt of form and receipts by Accounts Payable. These runs are done every two weeks opposite of payroll. Checks will be sent to your building via school mail.