

**MOUNT SHASTA UNION SCHOOL DISTRICT
TEACHER CONFERENCE REQUEST**
Submit to first Conference Committee member listed on page 2

Name: _____

Conference: _____

Subject Area: _____ Location: _____

Departure Day: _____ Time: _____

Return Day: _____ Time: _____

Date(s) you will need a substitute: (Maximum of two paid through Conference budget) _____

*Please attach a copy of the registration material to this request.

1. Registration fee – unrestricted expense (original receipt required) \$ _____

What meals are included in registration?

Remember not to claim reimbursement for those meals.

Meal: _____ Date: _____

2. Meals – restricted expense (no receipts required)

_____ Full day @ \$45 \$ _____

Meal breakdown for partial day

_____ Breakfast @ \$10 \$ _____

_____ Lunch @ \$15 \$ _____

_____ Dinner @ \$20 \$ _____

Total Meals \$ _____

3. Transportation – unrestricted expense

a. Auto mileage at current IRS standard mileage rate (\$0.54 on 1/1/2016): _____ miles per attached map (Google, Yahoo, Mapquest) \$ _____

Who was the driver? _____

Does this expense need to be shared? Each person needs to claim a portion of the driving expense.

Your portion of the driving expense: \$ _____

b. Air (original receipt required) \$ _____

c. Tolls/Parking (original receipt required) \$ _____

d. Taxi/Bus (original receipt required) \$ _____

Total Transportation \$ _____

4. Lodging – unrestricted expense (original receipt required) \$ _____

5. TOTAL – (may not exceed \$1,200) \$ _____

Signature: _____ Date: _____

Remember, before you go call for a sub and submit the paperwork. When you return submit a completed Conference Expense Report with a copy of your approved Teacher Conference Request form to the District Office.

Examples of receipts required:

- Conference registration
- Customer copy of credit card receipt
- Cash register receipt
- Canceled check
- Credit card statement
- Invoice marked paid

Approved by Committee: _____ Disapproved: _____

Committee Comments:

Conference Committee Signatures:

Bob Causey (3-5)	_____	_____
		date
Cheryl Keiner (President)	_____	_____
		date
Stacey Laub (6-8)	_____	_____
		date
Superintendent	_____	_____
		date