

CONFERENCE REQUEST



Employee:

Conference Information: *(Attach copy of conference flyer)*

Title: _____ Dates of Attendance: _____

Purpose: _____

Location: _____

CERTIFICATE OF ATTENDANCE FOLLOWING CONFERENCE MUST BE SUBMITTED TO THE BUSINESS OFFICE.

(Registration for BOCES Conferences must be done through MyWinCap, no Purchase Order required)

Registration *(Attach Registration Form/Information to be completed)* Cost: _____

Lodging: Y / N Hotel Options/Address:(1) _____

(2) _____

Dates of Stay: _____ Estimated Cost: _____

Transportation: _____ Estimated Cost: _____

Transportation request forms must be completed separately. In order to receive reimbursement for related travel expenses a form must be submitted. Expenses will not be reimbursed if a car is available. Mileage is reimbursed at the Standard IRS Mileage rate. Payment for parking or tolls must be submitted for reimbursement with an initial receipt.

Meals *(per diem)*: _____ Estimated Cost: _____

Meal reimbursements follow federal meal reimbursement guidelines for the maximum daily amount (www.gsa.gov/travel/). Tips can be reimbursement as per Board Policy #5440, not to exceed 20% of meal cost and is included as part of the maximum daily allotment.

Substitute: Y / N Time Needed: _____

Notes: _____

(Please indicate any specific needs)

TOTAL COST:

Employee Signature

Date

Approved by:

Superintendent's Signature

Date

Note: Employees seeking reimbursement for expenses following conference are required to submit a claim form for reimbursement. Include all receipts and a copy of approved Conference Request. Remember to include a copy of certificate of attendance for conference to the Business Office following attendance.