REQUEST TO ATTEND PROFESSIONAL MEETING OR CONFERENCE INSTRUCTIONS

1. Obtain approval from building administrator to attend conference after completing the estimated costs information at the bottom of this page.
2. Complete the meeting or conference registration form and present it to your building secretary to create a purchase requisition. The cost of the conference and where the check should be mailed must be either provided on the conference registration or provided to the building secretary along with the registration form.
3. If there are expenses to be reimbursed after attending the meeting or conference, submit all receipts to the building secretary. No expenses will be reimbursed without a receipt
4. The reimbursement check will be sent through the internal mail for distribution within your building.
5. The District will reimburse mileage to and from the meeting or conference at the current IRS mileage reimbursement rate. To get reimbursed for mileage, you will need to complete the Mileage Reimbursement Form.
6. The District will reimburse meal costs up to $30.00 per day.

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Staff Name: Click here to enter text.

Conference Name: Click here to enter text.

Conference Location: Click here to enter text.

Registration Fee: Click here to enter text.

Mileage distance: Click here to enter text.

Meals $30.00 per day allowance Click here to enter text.

Lodging Click here to enter text.

Total Estimated Reimbursement Click here to enter text.

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_