

INSTRUCTIONS FOR PROCESSING CONFERENCE REQUEST

This form must be approved in advance for conference or business travel.

1. Complete requested information and forward to your building/program administrator for approval along with conference literature/information.
2. The building principal/program administrator approves the request and forwards to the Superintendent for approval.
3. The Superintendent completes the approved expense amount and budget code, photocopies the request and sends original back to the conference attendee.
4. To obtain out-of-pocket expenses reimbursement, the conference attendee must submit this approved form and a completed purchase order with original receipts attached to the Business Office/Accounts Payable Department. The reimbursement amount must not exceed the approved expense amount as indicated on the front of this form. Out-of-pocket reimbursements for registration fees, travel, lodging and other expenses will not be made unless original receipts are submitted.
5. If all supporting documentation is appropriate, a check will be processed within 30 days and sent to the conference attendee.

Adoption Date: 09/11/2017

HANCOCK CENTRAL SCHOOL
CONFERENCE/BUSINESS TRAVEL REQUEST

Name: _____ Date Request Submitted: _____

Title: _____ Department or Program: _____

Sponsoring Organization: _____

Conference/Meeting Dates: _____

Location of Conference: _____

Purpose of Attending: _____

Estimated Expenses: (You must provide receipts for registration, travel, lodging and other expenses)

Registration Fee: _____

Travel: _____

Lodging: _____

Meals:

Breakfast per diem \$20.00 per day x ____ days = _____

Lunch per diem \$25.00 per day x ____ days = _____

Dinner per diem \$40.00 per day x ____ days = _____

Other Expenses: _____

TOTAL ESTIMATED EXPENSES: _____

Signature of Requestor: _____

Do Not Write Below This Line

Approved Expense: _____ Budget Code: _____

Approved _____ Not Approved _____ Principal/Program Admin. _____ Date _____

Approved _____ Not Approved _____ Superintendent _____ Date _____