



CONFERENCE REQUEST FORM NON FEA

Name of Employee _____ School _____

Name of Conference _____ Member Yes No

Location of Conference _____ Date(s) _____

ESTIMATE OF EXPENSES

Transportation	_____
Mileage	_____
Lodging	_____
Meals	_____
Registration Fee	_____
Miscellaneous	_____
Total	=====

Approved _____ Date _____

INSTRUCTIONS:

All employees prepare this form prior to overnight conference attendance. Submit this completed Conference Request Form signed by the appropriate administrator with each related check request or conference reimbursement (registration, airfare, lodging, meals, etc.). Send the original signed and approved Conference Request Form with the first request on each conference and a copy with each successive request.

After the conference, complete a Request for Reimbursement of Conference Expenses Form, attach original itemized receipts for registration, hotel bills, meals, parking, etc. together with copies of all prior submissions (including the Conference Request Form) relating to the same conference. Have the appropriate administrator approve the form, then send it to the Business Office for payment.

Special Education itinerant teachers must have conference requests signed by the Director of Special Education. All other itinerant teachers must have conference requests signed by all building principals and forwarded to the Associate Superintendent for Instructional Services.

Principals and Assistant Principals forward conference requests to the Associate Superintendent/Instructional Services. Each administrator's "appropriate administrator" is the next higher level of administration.