



UTICA COMMUNITY SCHOOLS REQUEST FOR CONFERENCE LEAVE FORM

ALL REQUEST FOR CONFERENCE LEAVES REQUIRE PRE-APPROVAL AND MUST BE SUBMITTED 3 WEEKS PRIOR TO A CONFERENCE EVEN WHEN NO EXPENSES ARE ANTICIPATED.

NAME (LAST, FIRST) PRINT	EMPLOYEE ID	TODAY'S DATE
DEPARTMENT	GRADE OR SUBJECT	WORK LOCATION
NAME OF CONFERENCE	LOCATION OF CONFERENCE	DATE(S) OF CONFERENCE
		From: To:

Please check one:

- Teacher (substitute request must be attached) Principal
 Administrator Other (specify) _____

SECTION 1 – FILL OUT PRIOR			SECTION 2 – FILL OUT AFTER, SUBMIT WITHIN 30 DAYS OF CONFERENCE		
	Estimated Expenses	Indicate PO# or P-Card	Actual Reimbursable Expense	Reimbursable Expense Summary Please include itemized receipts for all reimbursable items.	
CAR MILEAGE – Include Mapquest ____ Miles @ ____ per mile				Total Reimbursable Expenses Only	
Bus - Taxi - Parking				Advance Check	
Air Travel (over \$350 contact Purchasing Dept.)				Amount Due From (To) Business Office	
Registration Fee (include PO #)				I certify that the expenses listed were incurred on official school business on the dates shown. I also agree to refund UCS, <u>within 30 days of conference date</u> , for any advance monies received that are not used for this conference. I understand that if I do not comply with this agreement, <u>my salary will be reduced</u> by the outstanding amount owed to Utica Community Schools.	
Hotel (include PO#)					
Other (specify)				EMPLOYEE (ATTENDEE) SIGNATURE	
Total				DATE:	

PRE-CONFERENCE LEAVE APPROVAL		POST-CONFERENCE LEAVE APPROVAL	
ADMINISTRATOR	DATE	ADMINISTRATOR	DATE
DIRECTOR	DATE	DIRECTOR	DATE
SUPERINTENDENT OR ASST SUPT	DATE	BUSINESS OFFICE	DATE

ASN:	ACCOUNT NAME:
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CONFERENCE LEAVE FORM GUIDELINES

Your diligence in properly completing Conference Leave Forms will expedite the processing time.

BEFORE THE CONFERENCE:

- Obtain approval to attend conference from immediate administrator and the appropriate assistant superintendent. Record an estimated cost of attendance, even if there is no anticipated cost. All costs must be estimated and pre-approved to be eligible for reimbursement.
- Teachers must submit a signed substitute request form with the Conference Leave Form. Must be submitted even if no sub is required.
- Fill out Section 1 - Estimated Expenses of the Conference Leave Form completely and submit at least three (3) weeks prior to conference date. Attach a copy of registration flyer and other supporting documents for estimated expenses.
- Credit Card (P-card or personal charge) charges must be pre-approved otherwise they may be subject to non-reimbursement.
- Prior approved airline tickets will be reimbursed up to \$350, anything above \$350 must be arranged 30 days in advance by the purchasing department. The district will only reimburse coach or economy airfare.
- Meals other than those included in the conference registration are at the employee's expense and will not be reimbursed by the district, in accordance with Policy 4135 – Business and Travel Expenses.

AFTER THE CONFERENCE SUBMIT FOR REIMBURSEMENT:

- Documentation for the conference must include the date and cost.
- Original and itemized receipts are required for registration, hotel and parking. Receipts should include proof of payment. Membership fees are not reimbursable.
- P-card and PO purchases should be excluded from Section 2 – Actual Reimbursable Expenses.
- Proof of attendance must be submitted with the Conference Leave Form. This may be a copy of a handout, name tag or badge, or certification of attendance.
- All original receipts included for reimbursement with the Conference Leave form should be taped, not stapled onto an 8 ½ x 11 sheet of paper. Conference Leave Forms not submitted in this manner will not be processed.
- Provide purchase order numbers pertaining to the conference that were needed to obtain registration, hotel, etc., in the designated space.
- Please note that all documentation submitted becomes public record.
- If you are claiming mileage reimbursement, include MapQuest documentation showing the exact mileage from your work location (school building) to the conference. Conference mileage must be submitted on your Conference Form – not on mileage reimbursement form.
- The district will reimburse for lodging at the published single rate for the conference per night. If published rate is not available, reimbursement will be provided at reasonable and customary rates for the area.
- Non-business phone calls, internet charges, valet service, and expenses related to spouses and other family members accompanying the attendee are not reimbursable.
- After attending the conference, the attendee must sign and date the Conference Leave Form.
- The building administrator must sign post-conference leave approval to authorize the expenses once the conference attendance is completed.
- Please remember to include the account number (**ASN**) to which the reimbursement should be charged.
- When all building level signatures have been obtained, the signed original form plus all related documentation should be sent to the appropriate director, within 30 days of the conference date, for processing. Only necessary and reasonable expenses will be allowed.

If you have any questions regarding these guidelines, please call Payroll at 586-797-1210.