

SHENENDEHOWA CENTRAL SCHOOL

Request Form for Attendance at Out-of-District Conferences, Meetings, and Training

This form serves to document conference, business meetings, training sessions that require an employee to be out of the District for one or more days. It is not meant to record regularly scheduled meetings such as BOCES, CASDA, SAANYS, Suburban Council meetings, NYSCOSS, etc.

Name _____ Date Requested _____
Building _____ Position Title _____
Conference Name, Description and Location _____

Date(s) of Activity _____ (Brochure Attached)
Is substitute required? ___ Yes ___ No Number of Days:
Other District Staff requesting attendance _____

Type of Request (please check appropriate topic)
_____ Conference _____ Training Session - Mandated
_____ Business Meeting _____ Training Session - Non-mandated

Description of Activity _____

ESTIMATED EXPENSES REQUESTED

Registration _____
Hotel _____
Travel (Method) _____
Meals _____
Mileage/Tolls _____
Misc. (specify) _____
TOTAL _____
Budget Code(s) _____

- 1. All conference requests must be submitted at least ten (10) business days prior to conference dates. Do not make plans to attend a conference until appropriate authorization or approval is received.
2. If extensive travel or other types of reservations are required, the request form and other supporting documents must be submitted at least 14 business days in advance.
3. Those attending the same conference should travel together whenever possible.
4. Approved participants should request that tax exemption forms be forwarded to the vendors by the business office so that the employee will not be charged for taxes as the District is not responsible for this expense.
5. After attending the conference, each individual must submit his/her expenses for reimbursement (meals and travel) by completing the Claim Form for Conference Expenses and submitting itemized receipts. The completed claim form is to be forwarded through the individual's supervisor and approved, prior to submitting to the business office for payment.
6. Meals and incidentals should not exceed per diem amounts per Travel and Conference Policy.

Signature of Employee

Date

Signature of Principal/Supervisor

Date

Signature of Chief Financial Officer

Date

Signature of Superintendent (Out of State)

Date