

REQUEST FOR CONFERENCE/WORKSHOP APPROVAL

IF ANY EXPENSES WILL BE INCURRED, THIS FORM MUST BE SUBMITTED TO THE BOARD OF EDUCATION AT LEAST 60 DAYS PRIOR TO THE DATE OF THE CONFERENCE

NAME _____ ADDRESS _____ _____	HOME SCHOOL _____ <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> Check Box if Substitute Required </div>	DATE(S) OF ABSENCE _____
NAME OF CONFERENCE _____	LOCATION OF CONFERENCE _____	<div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Check Box if Hotel is Site of Conference </div>
PURPOSE FOR ATTENDING CONFERENCE: _____		

C O N F E R E N C E I N F O R M A T I O N M U S T B E A T T A C H E D

List estimated expenses following state guidelines. SEE INSTRUCTIONS ON PAGE 2. Receipts must be obtained for reimbursements, * failure to do so will result in non-payment.

Registration	Airfare	Mileage	Tolls	Parking	Lodging	Meals	TOTAL
\$	\$	\$	\$	\$	\$	\$	\$

O N L Y A P P R O V E D A M O U N T S W I L L B E R E I M B U R S E D

Date _____ Applicant's Signature _____	
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Supervisor's Signature _____	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Principal's Signature _____

F O R C E N T R A L O F F I C E U S E O N L Y

BOARD APPROVAL DATE IF APPLICABLE <small>(to be entered by Assistant Superintendent-Education)</small>	ACCOUNT NUMBER <small>(to be entered by Assistant Superintendent-Education)</small>
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Assistant Superintendent of Education's Signature _____
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Superintendent's Signature _____

DO NOT COMMIT TO ANY EXPENSES UNTIL YOUR REQUEST HAS BEEN APPROVED
A COPY OF THIS FORM WILL BE RETURNED TO YOU AFTER BOARD APPROVAL

AFTER CENTRAL OFFICE SIGNATURES ARE COMPLETED:

COPY-Remains at Central Office - Education
 COPY- Returns to School Secretary

CONFERENCE APPROVAL PURSUANT TO NJ STATE LAW A-5

ANY EMPLOYEE PLANNING TO ATTEND A CONFERENCE/WORKSHOP MUST HAVE THIS FORM COMPLETED AND FULLY APPROVED PRIOR TO ATTENDANCE

STAFF MEMBER: Complete the Request for Conference/Workshop Approval form, attaches conference/workshop information, and submits it to the **Principal/Supervisor** for approval.

PRINCIPAL/SUPERVISOR: Approves the conference, forwards the Request for Conference/Workshop Approval form and backup to one of the following as appropriate:

1. **Assistant Superintendent of Education**
2. **Assistant Superintendent of Student Services** for Special Education staff members
3. **Business Administrator** for Business Office, Technology, Buildings & Grounds, Transportation and the Community School

ASSISTANT SUPERINTENDENT OF EDUCATION. ASSISTANT SUPERINTENDENT OF STUDENT SERVICES OR BUSINESS ADMINISTRATOR: Approves the conference and amounts, designates budgetary account code, prepares conference items for agenda, holds forms until the conference is approved by the Board of Education. Once approved by the Board of Education, the Assistant Superintendent of Education writes the Board approval date on the Request for Conference/Workshop Approval form, retains a copy and sends a copy to the staff member.

STAFF MEMBER/SCHOOL SECRETARY: Staff member submits the Request for Conference/Workshop Approval form to the school secretary so that purchase orders for the conference registration and expenses can be created. Staff member records absence in Frontline-Absence Management.

AFTER ATTENDING THE CONFERENCE/WORKSHOP

STAFF MEMBER: Within 10 working days, completes the Conference Summary Form, Reimbursement of Expenses Form, and submits all documents including the applicable receipt documentation to the Principal.

- Keep all receipts if you will be requesting reimbursement.
- Meal reimbursement is only available if an employee is staying overnight for a multiple day conference/workshop. The full receipt detailing the actual items ordered and proof of payment must be submitted for reimbursement of meals.
- If requesting mileage reimbursement, mileage must be from your school on a school day or from your home on a non-school day and must be accompanied by Google Maps or MapQuest backup.
 - Anyone requesting mileage reimbursement must submit a copy of their vehicle registration and vehicle insurance card to the Budget/Accounts Coordinator.

IF REIMBURSEMENT IS REQUESTED, SEE INSTRUCTIONS AND FORMS ON THE DISTRICT'S WEBSITE UNDER CONFERENCES & WORKSHOPS

PLEASE NOTE THE FOLLOWING:

- See the district's website under Departments & Services – Business Office – Conferences & Workshops for A-5 Travel Reimbursement Regulations and all other forms.
- Please visit www.gsa.gov for the per diem rates for the city of your conference/workshop, or Google per diem rates, print and attach the page showing the rates for the following:
 - Lodging for out of state travel
 - For in-state travel, the travel waiver from the Commissioner of Education must be provided approving overnight travel.
 - Meals - first and last day of travel meals, which is a percentage of the meal allowance, and the meal breakdown for breakfast, lunch and dinner.