

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT  
**REQUEST FOR CONFERENCE ATTENDANCE**

Please use black or blue ink pen.

Employee Name: \_\_\_\_\_ Building \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Date(s) of Conference: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Conference or Workshop: \_\_\_\_\_

**CONFERENCE PROCEDURES:**

1. Submit the Completed Request for Conference Attendance form to principal/supervisor for approval at least **THREE weeks prior** to the conference. **The following documentation must accompany this form:**

- **Completed registration form**
- **Conference description and information**
- **A copy of the conference or workshop agenda**

*Without these attachments, your request is incomplete and will be returned to you.*

2. Once approved, the principal/supervisor will forward the Conference Request to the Superintendent for approval.

3. **\*\*Will you be requesting in-service credit for attendance outside of school hours? If so, please attach a Workshop In-Service Pre Approval form to the Conference Request.**

4. If approved by Superintendent, a purchase order will be generated. Once the Business Manager has authorized the expenditure, copies of the conference package will be returned to the employee. **See reverse side of this form for Reimbursement Procedures.**

5. The employee will complete the attached **Conference/Workshop Feedback Form** and rubric within two weeks after the conference and submit to **principal/supervisor**.

The district asks that, when two or more employees attend the same workshop, you please carpool. The district will reimburse mileage at the lesser of work or home to the destination. **Estimated transportation cost must be included with conference request.**

**Estimated expenses:**

Transportation Total\* \$ \_\_\_\_\_

(Mileage, taxi, shuttle, tolls, parking, etc.)

Registration fee \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

(Room per night x number of nights)

Meals \$ \_\_\_\_\_

Maximum allowance up to \$10 (breakfast), \$15 (lunch), \$30 (dinner), only if not included in conference.

**Total Estimated Expenses** \$ \_\_\_\_\_

Mileage \_\_\_\_\_

Taxi/Shuttle \_\_\_\_\_

Tolls \_\_\_\_\_

Parking \_\_\_\_\_

Airfare \_\_\_\_\_

\*Total \_\_\_\_\_

Ordinarily, conferences and workshops are paid by purchase orders. If your registration **MUST BE PRE-PAID WITH A CHECK**, justification for pre-approval must be submitted to the **Business Manager before submitting request to the Superintendent.**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Recommended By: \_\_\_\_\_

Date: \_\_\_\_\_

Building Principal or Supervisor

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent

Budget Code: \_\_\_\_\_

## **REIMBURSEMENT PROCEDURES**

Please remember that the school district is tax-exempt. Sales tax is not reimbursable unless you have traveled out of New York State. Tax exempt forms are available in the district office.

**Receipts are required for any reimbursement of expenses -- Tax Exempt Form should be used where applicable.**

1. Your Request for Reimbursement form must be submitted no later than thirty days after the conference to the Business Manager for approval of payment. Please use black or blue ink.
2. The request for reimbursement must include the following:
  - All itemized receipts – copies of credit card receipts will NOT be accepted
  - A copy of your signed Request for Conference Attendance

\* Please note that without the required attachments, your request for reimbursement is incomplete and will be returned to you.
3. Approved reimbursement forms will be forwarded to Accounts Payable. The reimbursement will be processed in the bill schedule immediately following submission of the documentation.

Complete this form within two weeks after the conference/workshop and submit to your building principal/supervisor.

Employee Name \_\_\_\_\_ Building \_\_\_\_\_

Title of Conference \_\_\_\_\_

Date of Conference \_\_\_\_\_ Presenter \_\_\_\_\_

Brief description of knowledge gained \_\_\_\_\_

\_\_\_\_\_

Who needs to know this information? Check all that apply.

\_\_\_\_ Board of Education      \_\_\_\_ Appropriate grade level/department

\_\_\_\_ Administrators      \_\_\_\_ Other: \_\_\_\_\_

How will this information be shared?

\_\_\_\_ Presentation      \_\_\_\_ e-mail      \_\_\_\_ Hard Copies      \_\_\_\_ Other: \_\_\_\_\_

When will this be shared? \_\_\_\_\_

**FEEDBACK RUBRIC**

Please check all that apply:

- 4      \_\_\_\_ One of the top 5 I have ever attended  
      \_\_\_\_ Extremely relevant  
      \_\_\_\_ New information  
      \_\_\_\_ I highly recommend it for \_\_\_\_\_
  
- 3      \_\_\_\_ Very good – in the top 10  
      \_\_\_\_ Very relevant  
      \_\_\_\_ Majority of the information is new  
      \_\_\_\_ I recommend it for \_\_\_\_\_
  
- 2      \_\_\_\_ OK, but not worth the time  
      \_\_\_\_ Somewhat relevant  
      \_\_\_\_ Some new information  
      \_\_\_\_ I'm not sure if I would recommend it.
  
- 1      \_\_\_\_ Definitely not worth the time  
      \_\_\_\_ Not relevant  
      \_\_\_\_ Very little new information  
      \_\_\_\_ I would not recommend it

Additional Comments \_\_\_\_\_

\_\_\_\_\_