

Conference Request Process

STEP 1:

Complete the Conference Request Form along with any required Purchase Requisition(s) in their entirety. Incomplete forms will be returned to you. Your submission should include the following:

- Conference Request Form
- **Completed** Conference Brochure/BOCES Registration Page
- Purchase Requisition for Conference (unless CVES)

Then As Needed:

- Purchase Requisition (1) for Meals* & Expenses (ie: ferry costs, travel expenses)

Meal Allowance: Breakfast @ \$10

Lunch @ \$15

Dinner @ \$25

- Purchase Requisition for Lodging.
- Transportation request form – *Mileage will only be paid for travel when attached to a denied transportation request form from the Transportation Department or prior approval of extenuating circumstances by the Superintendent.*

*** Itemized receipts MUST be submitted by you to the business office upon return. Any costs for alcohol or costs above the meal allowance amount will not be reimbursed.**

STEP 2:

Submit to your Building Principal or Department Supervisor for signature. Building Principal's or Department Supervisor's will check the form for proper attachments and signatures. Forms must be completed in their entirety.

Incomplete Request Forms will be returned to the Principal who signed the request.

STEP 3: Building Principals and Department Supervisors will send completed forms to the Superintendent's Office for Program Authorization. All authorized request forms will then be submitted to the Business for Funding Approval and Processing.

Step 4:

CONFIRMATION OF CONFERENCE

When approved, you will receive an e-mail confirmation AND a salmon colored purchase order (s) for your purchase requisitions from the Business Office. Please keep track of them.

Denied requests will be returned to the Principal of Department Supervisor approving the request.

STEP 5:

After the conference attach appropriate itemized receipts (meals, lodging, tolls, parking, etc.) to corresponding salmon colored purchase order(s). Sign purchase order(s) and forward to Shelly Brooks in the Business Office. Please keep a copy of your receipts for your records until you have been reimbursed for your expenses.

Any questions during or regarding this process should be directed to your Building Principal or Department Supervisor.

Thank You!