

Request for Approval to Attend Conferences

Harrison Community Schools

Conference Instructions Packet

This packet contains the forms and procedures you must follow to be registered for a conference.

The steps, required signatures, and timelines must be followed or your request will be returned to you.

It is **essential** that you provide accurate estimates for your costs. Should your request for reimbursement exceed your approved amount, you will have to reapply for reauthorization for additional reimbursement instead of being immediately reimbursed.

Before the Conference

Step 1: Pick up a Conference Request Packet from your office secretary.

Step 2: Complete a Request for Approval to Attend Conferences. To fill out the form online, complete the information, save the document, print it if necessary, and attach it to an email it to your building principal.

- A. **Registration** - Attach your conference registration materials if you want the Business Office to register you, **or**
Check the box for On-line registration, which you will register yourself after you receive your conference approval form back.

- B. **Lodging** - If you want to take a check with you for your lodging, check the appropriate box and follow the directions you receive with your approval packet, **or**
Check the box if you are bringing back your lodging bill with you for reimbursement after the conference is complete.

- C. **Substitute** - Check if you need a substitute for your classroom, and the dates needed.

Step 3: Sign the request and submit it to your building principal.

Step 4: Your principal authorizes the request and checkmarks the appropriate funding source. Forms are then forwarded to the CLC.

Once your conference is approved you will receive an approval packet from the Business Office. No further action is needed until then.

Request for Approval to Attend Conferences

Harrison Community Schools

Name of Employee _____ Building _____

Conference _____

Sponsored By: _____

Location _____

Date Submitted _____ Date(s) Attending _____

School or District Improvement Plan Code

Registration Attached [or] On-line Registration

Lodging:

Take Check With You [or] Reimburse You After Conference

Expenses For

Conference/Registration Fees -- >		\$
Mileage	miles x .54	\$
Lodging ----- >		\$
Meals ----- >		\$
Other _____		\$

Total Estimated Cost \$ _____

Is substitute required? Yes No

Total Days _____ Date(s) _____

Employee electronically forwarding this form to the building principal for approval constitutes employee signature.

For Building Administrator Use Only

Check Box for Appropriate Funding Source: **(Check one box only)**

Title I Title II A Title II D
 General Other

Building administrator electronically forwarding this form to the Curriculum Leadership Center and/or the Business Office constitutes approval.

For Curriculum Leadership Center Use Only

Received By _____ Date

Approved Disapproved

Funding Account # _____