

## **Guidelines for Conference Requests**

- Requests should be submitted as early as possible. TWENTY (20) SCHOOL DAYS IN ADVANCE should be an absolute minimum. If there is not enough time to pre-pay, attendees will be required to pay for conference and then be reimbursed upon turning in receipts.
- Approved conference days are not deducted from either sick or personal days.
- Request for reimbursement must be submitted on an Expense Form (yellow form) within ten (10) working days after conference.
- Receipts for expenses must be attached to the Expense Form in order to be reimbursed. Auditors require an itemized list of expenses.
- The expense of one car will be allowed for two to four participants attending the same conference. If an individual wishes to drive his/her own care for a personal reason, they will not be reimbursed for that part of the expense.
- Mileage is determined by the current Michigan Official Highway Map with Mancelona as the starting point.
- Hotel Accommodations: Staff will be responsible for making their own hotel accommodations. Only one room per one to four participants of the same gender will be paid for per night. It is expected that accommodations will be made at the conference site; if this is not possible, charges for rooms elsewhere need to be in the same price range as conference site rooms.

### **STEPS IN CONFERENCE REQUESTS:**

1. Submit Conference Request Form (blue) and Absence Request Form (yellow) along with a Check Request Form for the conference registration with conference registration form.
2. Upon approval, a copy of the blue form will be returned to you and the check will be processed for the registration fee. If the conference is not approved, all documents will be returned to you.
3. Upon receiving approval, make accommodations as necessary within three (3) days. After total charges are known, submit a Check Request Form to have room paid for in advance.
4. After conference, submit an Expense Form (yellow) for travel/meals. Receipts for all meals are required.

**Note:** Checks are processed the Tuesday after the monthly Board of Education meeting and the second Tuesday following that date. Check Request Forms must be in the Business Office by the previous Wednesday at noon before the check run. If this time frame is not possible, staff will need to make necessary payments and request reimbursement.

**MANCELONA PUBLIC SCHOOLS**  
**REQUEST TO ATTEND PROFESSIONAL CONFERENCE**  
(Guidelines and Steps to follow on Reverse Side)

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

This form should be used for all requests to attend professional conferences. Please complete and submit to your principal's office at least **20 days before** the date of the conference.

Conference: \_\_\_\_\_

Place: \_\_\_\_\_

Date(s): \_\_\_\_\_

Attending With: \_\_\_\_\_

Upon completion of this conference, I will be able to bring the following skills, teaching methods, new concepts, etc., back to Mancelona Public Schools:

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**Estimated Expenses:**

Conference Registration: \$ \_\_\_\_\_

Accommodations: \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \$ .40/mile \$ \_\_\_\_\_

Meals: # Breakfast \_\_\_\_\_  
# Lunch \_\_\_\_\_  
# Dinner \_\_\_\_\_ Total Estimated Meals \$ \_\_\_\_\_

Substitute Dates: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ANTICIPATED EXPENSES \$ \_\_\_\_\_**



Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Grant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Account Number: \_\_\_\_\_