

**Redlands Unified School District
Conference Approval and Reimbursement**

To: Accounting Date: _____ Site: _____

Name: _____ Position: _____

Address: _____

Name of Inservice/Conference: _____

Where meeting is to be held (city): _____ Date(s): _____

Request to Attend

ESTIMATED COST OF ATTENDANCE:

Meals					\$		
Parking and/or Taxi Shuttle					\$		
Mileage	<input type="text"/>	Miles @	<input type="text"/>		\$		
Travel	Req. <input type="text"/>	Reimburse <input type="checkbox"/>	CalCard <input type="checkbox"/>		\$		
Lodging	Req. <input type="text"/>	Reimburse <input type="checkbox"/>	CalCard <input type="checkbox"/>		\$		
Registration	Req. <input type="text"/>	Reimburse <input type="checkbox"/>	CalCard <input type="checkbox"/>		\$		
Miscellaneous						\$	
Substitute	No. of Days					\$	
Acct No.	Resource	Mgmt					
	Object Code 1140						

TOTAL ESTIMATED COST \$

Please Note: Separate Requisitions must accompany this form if you wish the district to pay in advance your:
 A. Registration (Separate Requisition)
 B. Lodging (Separate Requisition-first night)
 C. Commercial Airfare (Separate Requisition)

I have read the District Guidelines on the second page of this form:

Signature Date

Approval to Attend:

Immediate Supervisor/Program Administrator Date

Assistant Superintendent, Business Services Date

FUNDING SOURCE:

ACCOUNT NUMBER

FU	RS	YR	GOAL	FUNC	OBJ	LOC	MGMT
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Budgeted: Yes ____ No ____ Initials ____
 Board Agenda Date _____ Initials ____

Distribution - Request to Attend Phase

Send original to the Accounting Department with completed forms and supervisor approval. Keep a copy for your records.

Reimbursement Request (See Guidelines on Page 2)

To be Completed within 7 days of return

IF ACTUAL REIMBURSEMENT COST EXCEED ORIGINAL ESTIMATES, PLEASE HAVE IMMEDIATE SUPERVISOR APPROVE REVISED AMOUNTS.

Mileage	_____ @ _____ per mile	\$	<input type="text"/>
Plane, Train or Bus		\$	<input type="text"/>
Taxi/bus fares or parking		\$	<input type="text"/>
Hotel Room	_____ @ _____ per day	\$	<input type="text"/>
Miscellaneous	_____	\$	<input type="text"/>
	_____	\$	<input type="text"/>

Meals: (Itemize each day. Itemized receipts MUST be attached.)

Date	_____	Date	_____
Breakfast	_____	Breakfast	_____
Lunch	_____	Lunch	_____
Dinner	_____	Dinner	_____

Date	_____	Date	_____
Breakfast	_____	Breakfast	_____
Lunch	_____	Lunch	_____
Dinner	_____	Dinner	_____

Total Meals \$

Conference Fees - Receipts Attached \$

Total Due Employee \$

I certify that the above are actual and necessary travel expenses incurred for school district purposes and in accordance with the Education Code of the State of California.

Signature _____
Date _____

Dept. Head Signature _____

Approved for Payment _____
Director, Fiscal Services

Distribution - Reimbursement Phase

Within 7 days of return from conference, complete all information, sign and have supervisor sign. Attach all itemized receipts and send to the Accounting Department.

You must use the ORIGINAL Conference Form that was signed after the Board meeting and returned to you.

Keep a copy for your records.

INSTRUCTIONS FOR CONFERENCE APPROVAL AND REIMBURSEMENT FORM

An employee requesting approval for attendance at a professional meeting needs to submit a "Conference Approval and Reimbursement" form no later than three weeks prior to attendance in order to insure Board approval prior to the meeting date. Please submit an original form with backup for approval to the Accounting Department. (Please staple all papers together so they do not get separated.)

The left hand side of the "Conference Approval and Reimbursement" form is used to submit for prior approval to a professional meeting or conference. The approval to attend process includes approval by the immediate supervisor/program administrator. The funding source will need to be completed prior to submission in order for the Accounting Department to verify budget availability. Once the approval signatures are acquired and the Accounting Department has signed off both the requisition and the conference form, the forms will be sent to the Business Services office where they will verify Board approval date. The requisition will be sent to the Purchasing Department for processing and conference will be placed on the Board Agenda for approval.

Under "Estimated Cost of Attendance", the employee will need to estimate as closely as possible the anticipated costs. If there are travel, lodging or registration costs involved, a requisition for each will need to be prepared in Financial 2000 and all backup documentation for the requisitions need to be attached to the conference form. There is no need to attach a copy of the requisition. If the employee will be reimbursed, no requisition is needed. Reimbursement directions are detailed below.

Once the Board has approved the conference and is signed by the Assistant Superintendent, Business Services, the ORIGINAL will be returned to the employee for submission for actual reimbursement after attendance. The right hand side of this form will be completed by the employee and resubmitted for actual reimbursement. **YOU MUST TURN IN THE ORIGINAL CONFERENCE FORM TO RECEIVE REIMBURSEMENT.**

Reimbursement will be made, but not for more than the estimates unless justification is submitted and approved. Conference brochures indicating expenses covered by registration fee must be submitted at this time. Receipts for meals must be itemized. The employee must sign this form, submit it to the immediate supervisor and send to the Accounting Department. Final approval will be made by the Director of Fiscal Services. This form needs to be submitted within seven (7) days of return from conference and/or Board approval date.

Should you have any questions regarding this form, please call Business Services at extension 20404 or (909) 748-6741.