



Sandusky City Schools

APPLICATION FOR ATTENDANCE AT PROFESSIONAL CONFERENCE/MEETING



STEP 1: Please complete the upper portion of this form and return to the appropriate office for approval **BEFORE** you attend the conference/meeting. All estimated expenses must be itemized if reimbursement is requested. * *Please see instructions on the back of this form.*

Name _____ School _____
Name of Conference/Meeting _____
Location of Conference/Meeting _____ Dates of Conference _____
Is a substitute required? _____ No. of Days _____ Dates _____
Why are you interested in attending this conference/meeting? _____

* <u>Estimated expenses to be reimburse by the Board of Education (itemized)*</u>	Amount Recommended
_____ \$ _____	By
_____ \$ _____	Principal
_____ \$ _____	
Total Estimated Expenses \$ _____	\$ _____

READ--IMPORTANT . . . After attending, **it is required** that you forward a **completed Form #086 Professional Conference/Meeting Summary**, giving a brief summary of this professional opportunity and applicable handouts to the Assistant Superintendent's office for possible district utilization.

Signature of Applicant

Date of Application

Principal

Central Office Administrator

Date Received

\$ _____
Amount Approved

Account No. _____

Business Office _____



STEP 2: Conference/Meeting Expense Reimbursement

Complete **AFTER** conference/meeting attendance. Expenses must be itemized and receipts attached.

Have you completed and sent Form #086 Professional Conference/Meeting Summary?

EXPENSE VOUCHER

Transportation:	Amount to be reimbursed
Air fare, parking, tolls, transfer/taxi (attach receipts)	\$ _____
Mileage- _____ miles @ _____ ¢ per mile	\$ _____

Miscellaneous: (Please list expense and attach receipt(s) required)

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Amount to be Reimbursed	\$ _____

Signature _____

Date Submitted _____

Approved _____

Central Office Administrator

Approved _____

Business Office

Please follow the steps below when filling out this form. If you have questions, see your building principal or call the Business Office. ***Please submit Form #083 no later than 30 days prior to the conference/meeting for processing.***

STEP 1 (upper portion): Procedure before attending a conference/meeting:

1. Completely fill out the upper portion of the form. *Forms will be returned if they are incomplete.*
 2. Itemize and total *all* estimated expenses to be reimbursed by the Sandusky City Schools. See the following list of possible expenses:
 - a. **Registration Fee:** *You must pay your registration fee up front. Attach a copy of the canceled check or receipt for reimbursement. If there are three or more people attending, send all registration forms together with a completed requisition signed by your supervisor, and a P.O. will be set up to pay the registration fees for the group; with the exception of summer conferences, which must be paid by each individual person due to the closing of the current fiscal year. Do not list the registration fee on the Form 083 if you are going with a group. If you do list registration on the form, we assume you are paying the fee up front, will register yourself, and be reimbursed after the conference.*
 - b. **Hotel:** *If there are three or more people attending, the district may pay for the hotel with a separate requisition if pre-approved through your immediate supervisor. If not pre-approved, estimate your hotel expenses to be reimbursed. The district cannot reimburse additional items charged to a room or Ohio state tax.*
 - c. **Airfare:** *For out-of-state conferences, each person must pay for his/her airfare up front, no exceptions. Attach receipt for reimbursement. Do not make airline reservations until a conference registration confirmation is received. If you choose to drive to an out-of-state conference, the district reimburses the total mileage amount that would equal the cost of an airline ticket.*
 - d. **Mileage:** *Mileage will be reimbursed at the current IRS standard rate. Use MapQuest® to calculate mileage from your home and multiply by two for round trip. Keep MapQuest® printout as a receipt. If possible, try to ride with another who's attending.*
 - e. **Parking, Tolls & Airport Transfer/Taxi:** *Estimate parking for in-state conferences, airport parking, tolls, and/or airport transfer/taxi round trip to and from hotel. You must have all of these receipts for reimbursement.*
 - f. **Food:** *The district will not reimburse for meals that are provided at the conference; or for breakfasts/lunches that have been purchased while the conference is in session; and will not cover breakfast for a one-day conference; a breakfast, lunch or dinner in your home town while traveling to or from the conference; or a dinner that is after the last day of an in-state conference.*
- One-Day Conferences:** Per Federal law, *NO reimbursement for lunch* during a one-day conference.
- Two (or more) Day Conferences:** Conferences not providing breakfast or lunch will be reimbursed. We do not reimburse for alcoholic beverages, Ohio sales tax or tip. *Federal tax does not apply to two-day conferences.*
3. Total all expenses, sign, and date the Form 083, *and make a copy for your records.* If there are no expenses to be encumbered, write \$0.
 4. Hand in the completed Form 083 to the building principal for signature approving attendance; notification that a substitute may be needed; and approval of possible expenses. After signing, the principal/supervisor will send the form to the Administration Building for processing.
 5. The Form 083 will come back to you when it has been processed. ***PLEASE MAKE SURE THERE IS A WHITE COPY OF THE P.O. ATTACHED TO FORM 083 WHEN IT IS RETURNED TO YOU.*** *If there is no white copy of a P.O. attached, there may not be expenses to be reimbursed, or a step may have been missed in this process. If this is the case or you are not sure, call the Business Office for verification BEFORE you attend the conference. Please do not wait until after the conference because it will be too late to adjust expenses. Again, make sure you have the processed Form 083 in your possession before attending the conference.*

STEP 2 (lower portion): Procedure after attending a conference/meeting:

1. **Transportation Section:** Fill out for reimbursement of airfare, parking fees, tolls, and/or airfare transfers/taxi here. Attach all applicable receipts since we cannot reimburse without proof of listed expenditure(s). If there are no expenses to be listed on this line, write \$0.
2. Fill out the mileage to be reimbursed with the MapQuest® printout attached.
3. **Miscellaneous Section:** List all other expenses to be reimbursed with receipts attached here (registration fee, hotel, breakfasts, lunches, and/or dinners). We do not reimburse for Ohio state tax, alcoholic beverages, or tips. We *do* reimburse out-of-state sales tax.
4. Double check your receipts, sign, and date. Forward completed form with all receipts attached to the Business Office for processing.

FOR CANCELED CONFERENCES, write "CANCEL" across the Form 083 and send to the Business Office, for processing. ***Please do not hold on to this paperwork or throw it out for this is considered an open P.O. and must be canceled.***