

## TUNKHANNOCK AREA SCHOOL DISTRICT CONFERENCE REQUEST GUIDELINES

- Only conferences that meet the district's objectives will be approved by administration. These objectives are listed on the Conference Request form.
- Conferences with expenses in excess of \$100.00 must be Board approved PRIOR to attendance. **Conference requests must be submitted to My Learning Plan for approval by the first Thursday of the month prior to the conference.**
- All anticipated expenses must be listed on the conference request. The district will not reimburse for any expenses above those previously requested and approved.
- Receipts are necessary for ALL expenditures for which reimbursement is requested and must be attached to the Request for Reimbursement form. The Conference Report Form in My Learning Plan must also be completed prior to reimbursement. Reimbursement requests must be submitted within 15 days of returning from the conference.
- The conference request must be accompanied by an agenda or web address regarding the specific starting date and time of the conference. Reimbursable expenses for conferences within a three hour drive begin the day of the conference. If the conference is within a three hour drive, meals and/or lodging for the day or night before the conference cannot be reimbursed.
- If more than one person is attending the same conference, only one person may request reimbursement for transportation costs.
- Conference registration forms must be submitted by the employee requesting to attend the conference.
- If payment is required at the time of registration, send the completed registration form to the Business Office as soon as the conference has been approved. It is up to the person attending the conference to inquire about forms of accepted payment. **ONLY PROVIDERS THAT ACCEPT POs WILL BE CONSIDERED.**
- If there are special circumstances that do not meet the above guidelines, please contact Mary Gene Eagen before entering the conference in My Learning Plan.