



Building Opportunities

Northern Tioga School District Conference/Workshop Request Form

Employee Name (print):

School:

Conference/Workshop:

Location (City, State):

Date (s):

Purpose of Attending:

Estimated Costs (Receipts must be itemized and tips are not reimbursable)

Amount

1. Travel: Automobile Miles @ per mile
Parking (no reimbursement for Valet Parking)
Toll Fees

2. Lodging: Hotel/Motel days @ per day

3. Meals:

- Reimbursement for a meal only (not for candy, snacks, late night/after appetizers, etc). There will not be reimbursement for more than 3 meals a day. Moderate weekly prices are expected.

of Breakfasts # of Lunches # of Dinners Total # of Meals

- Guidance: \$30.00 daily maximum for 3 meal total
- No meal reimbursement unless it is required to stay overnight.

4. Conference Fees

- Registration, materials, etc
- Indicate number of meals included with conference fee

5. Substitute Expense

6. Other Expenses (itemize)

Total Costs:

This request must be completed before any conference or workshop will be approved. No workshop will be approved without account authorization.

Submitted by: _____

Date: _____

Principal/Supervisor Recommendation: _____

Date: _____

Superintendent Approval: _____

Date: _____

Account Number: _____ Percent: _____

Initials: _____

Account Number: _____ Percent: _____

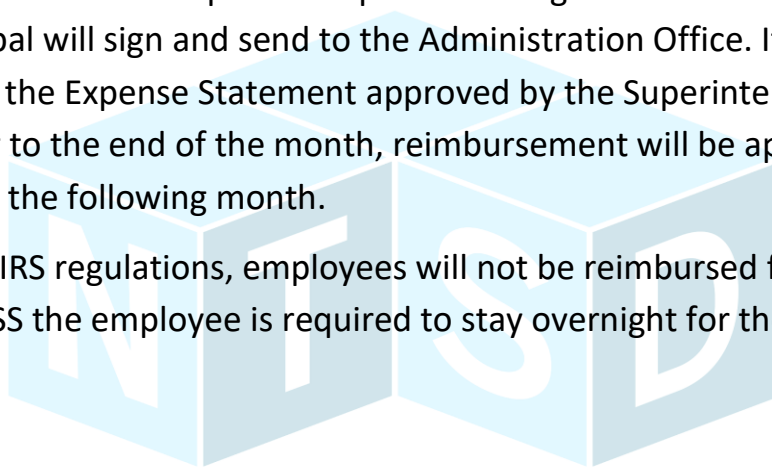
Initials: _____

Reminder: It is the responsibility of the attendee to register for the conference, keep all receipts, complete a conference report form, attach a copy of the approved request form and submit and expense statement (NTSD 310) for reimbursement. See conference procedures on back of form. NTSD-110

Rev 4/2023

CONFERENCE PROCEDURES

- Complete Conference Request Form (NTSD-110) and submit to building principal for approval. The building principal will approve/disapprove and send to the Superintendent's Office for approval/disapproval. A copy of the request form will be returned to the requester.
- After attending the conference complete the Conference Report Form.
- In order to receive reimbursement for miles and expenses, complete and submit Expense Statement Form (NTSD-310) attaching all itemized receipts, copy of the approved Conference Request Form and the Conference Report Form to the building principal as soon as possible upon returning from the conference. The building principal will sign and send to the Administration Office. If the Business Office receives the Expense Statement approved by the Superintendent five workdays prior to the end of the month, reimbursement will be approved at the Board Meeting the following month.
- According to IRS regulations, employees will not be reimbursed for any meal expense UNLESS the employee is required to stay overnight for the conference.



Building Opportunities