

**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/afternoon appetizers, etc.)
 There will not be reimbursement for more than 3 meals a day. Moderate weekday 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 form 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 conference request form and submit an expense statement (NTSD 310) for reimbursement.

*See Conference Procedures on back of form. NTSD-110 (revised 7/10)

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.