

CONFERENCE REQUEST, APPROVAL AND EXPENSE VOUCHER

*All approvals required must be received 30 days prior to discount date or
Conference, Workshop or Meeting date whichever is sooner.*

This form must be completed even if there is no cost.

Name of applicant _____ Date _____

I wish to attend _____ (Attach Conference Information/Flyer)
Name of Conference

Reason, purpose, or role _____

Date(s) _____ Time _____ at _____ Location _____

BOCES Event: ☐ Erie I BOCES ☐ Erie II BOCES ☐ Other - Presenter: _____

Substitute Needed? ☐ Yes ☐ No (Please remember to complete an Absence Request Form for your office!)

Estimated Expenses: (Please attach completed registration form, hotel information if applicable, and mapquest of mileage if not using commonly travel routes listed in employee's handbook.)

Registration \$ _____

Is prepayment required? _____

Lodging \$ _____

Meals \$ _____

Transportation/Mileage \$ _____

Tolls \$ _____

Other expenses \$ _____

Total expenses \$ _____

Approvals:

Bldg. Administrator/Supervisor Date Account Code

Other Administrative Approval Date

Blanket Purchase Order # _____ (if applicable)

Comments: _____

Employee Signature: _____

School Business Administrator: _____ Date: _____ Approved: _____ Disapproved: _____

Superintendent of School: _____ Date: _____ Approved: _____ Disapproved: _____

Directions:

1. Approval must be obtained before any expenses will be reimbursed.
2. Attach receipts for registration, lodging, tolls, or parking charges. Claims will not be approved without receipts.
3. Tax exemptions must be used where applicable. There will be no reimbursement for sales tax.
4. Be sure to sign certification statement.

Actual Expenses: (To be completed and submitted to the Business Office after event.)

Public transportation: (Attach receipts) Type: _____ Total Costs: _____

Private owned conveyance:

From _____ to _____ Mileage _____

From _____ to _____ Mileage _____

Total Mileage: _____

Total Miles @ _____ per mile

Thruway tolls: (Attach receipts) _____

Other tolls and parking: _____

Lodging: (Attach receipted bill) _____

Meals: (Attach receipted *ITEMIZED* bills) _____

Other: (Specify) _____

Total claimed: _____

**I hereby certify that the account and
attached receipts are just, true, and correct;
and that the balance claimed is actually due
and owing.**

Signature: _____

Date: _____

Conference Request, Approval and Expenses Voucher - Instructions

Conference Request, Approval, and Expense Voucher must be completed in full prior to being processed.

This form must to be completed even if there is no cost.

Due Dates:

- Submitted to Immediate Supervisor for approval 40 days prior to discount date or Conference, Workshop or Meeting date.
- Submitted to Business Office with all required approvals 30 days prior to discount date or Conference, Workshop or Meeting date

Instructions

- Fill in completely - One person per sheet
- Location: Exact Location of Conference.
BOCES Event: Please check which BOCES is offering the conference/workshop or
- Other: Please state presenter.
- Substitute Needed: Check whether you will be having a substitute while you are at the conference. Remember to complete a leave request in WinCap Web Employee Self-Serve for anytime you are away from your classroom.
- Estimated expenses: A requisition must be completed for any expenses incurred.
- Registration Fee: Attach information and a *completed* registration form. Complete requisition.
- Prepayment: Yes or No
Lodging: If overnight: need detail of hotel. Requisition completed for cost of hotel.
Meals: Only included if overnight.
- Transportation: Mileage – money cost, not miles to be driven, (IRS Rate per mile) requisition for cost of mileage, include tolls here. (For tolls, make sure you get a receipt or submit copy of EZ Pass Statement)
- The district will reimburse for actual mileage traveled, at the approved mileage rate, at the lessor of: the round trip mileage from the employee's usual place of work to the conference and return, minus the employee's normal commute.
- Other Expenses: Explain what they are and the cost. (Need to justify.)
- Total: Total of all expenses.

Employee Signature

Once all sheets are completed, they must be sent to your supervisor for approval.

They are then sent to the **Business Office**

The bottom section of the Conference Request form is completed **AFTER** you attend.

- Prior approval must be obtained before any expenses will be reimbursed.

Attach receipts for registration, lodging, tolls, and/or parking charges. Claims will not be approved without receipts.

Tax exemptions must be used where applicable. There will be no reimbursement for sales tax.

Be sure to sign certification statement.

The original form is then resubmitted with receipts to the Business Office in order for you to be reimbursed for out of pocket expenses.

REQUESTS THAT DO NOT COMPLY WITH THE TIME FRAME STATED ABOVE WILL NOT BE APPROVED WITHOUT AN ACCEPTABLE REASON FOR BEING UNTIMELY.