

# Memo

**To:** All Staff  
**From:** Business Office  
**Date:** 11/7/2023  
**Re:** Workshop/Conference Forms & Documents

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The following are the forms and documents needed for workshop/conference approval and travel reimbursement.

## **Forms/Documents Needed PRIOR TO Workshop/Conference**

**This paperwork must be submitted to the Business Office at least seven business days prior to the next Board Meeting.**

1. Application for Professional Leave signed by Supervisor and Superintendent
2. Requisition for workshop/conference vendor
3. Copy of the registration paperwork for workshop/conference – Do not prepay for the workshop/conference. The Business Office will mail the PO to the vendor. The check will be mailed after attending the workshop/conference, unless otherwise noted on the registration.
4. Travel reimbursement paperwork, if seeking reimbursement:
  - a. Requisition for employee's travel reimbursement – please reference workshop name and date in body of requisition
  - b. Travel Expense Reimbursement Calculator – located on website in Staff Only section under Workshop/Travel Docs
  - c. Driving directions to/from workshop, depending on where employee travels from:
    - i. From home: directions to/from workshop AND to/from work and home to be deducted from the to/from workshop travel as per state law
    - ii. From work: directions to/from workshop only
  - d. Copy of driver's license
  - e. Copy of vehicle registration
  - f. Copy of auto insurance card

## **Forms/Documents Needed AFTER Workshop/Conference**

1. Signed pink copy of PO
2. Workshop Brief Report form – located on website in Staff Only section under Workshop/Travel Docs
3. Travel reimbursement paperwork, if seeking reimbursement:
  - a. Signed employee reimbursement Voucher page of PO
  - b. Copy of toll receipts or EZPass bill, parking receipts, etc.
  - c. Please note: Reimbursement may not be increased after it has been Board approved.