

Conference/Workshop Procedure

Conference/workshop registrations, hotel reservations and airfare purchase orders **MUST** include (on the purchase order description detail line):

Who:	Who will attend the conference?
What:	What is the title of the conference?
Where:	Where is this going to be held?
When:	Date(s) it will be held

Please indicate on the Internal Note:

"Conf reimb form approved by Supt"

(This applies to ALL out-of-state conferences – see below.)

"Conf reimb form on file w/ required signatures"

(This form applies to ALL employees except teachers and teacher assistants whose absences are reported on the Leave of Absence Form and who generally do not get reimbursed. If they expect a reimbursement, they must complete the form.)

Administrators who do not expect to be reimbursed **must** also have their conference form approved by their immediate supervisor to serve as authorization for their absence.

REQUIRED SIGNATURES:

In-state conferences with overnight arrangements **must** be approved by:

Immediate Supervisor
Cabinet Administrator

Out-of-state conferences **must** be approved by:

Immediate Supervisor
Cabinet Administrator
Superintendent

Providing this information will enable us to process your PO's promptly.