REQUEST TO ATTEND WORKSHOP/ IN-SERVICE/ TRAINING

Use Conference/Workshop Request Form to attend workshops, trainings and off campus staff development activities.

CONFERENCE/WORKSHOP REQUEST:
Submit a **request** at **least twenty working days in advance to your supervisor for signature (longer if out of state)** when attending workshops to allow processing time. **Paperwork submitted outside of the fifteen day parameter to Business Services will be returned.** However, anyone paying up front and who has the proper approvals, may submit paperwork outside of this 15 day requirement. Remember, you cannot approve your own conference/workshop requests or expense claims.

BACKUP:
Attach **backup** consisting of a brochure, flyer, confirmation letter, or some type of communication which includes date, location, cost, itinerary, vendor name, address, phone number and contact person.

PAYEE INFORMATION:
Complete payee **Vendor Information** on Conference/ Workshop Form. This must include vendor name, address and phone number.

SIGNATURES:
Proper signatures are needed for processing. Remember, you cannot approve your own Conference and Travel Reimbursement Claims. Signatures must include: Participant, Immediate Supervisor, Categorical Projects (if applicable), Asst. Superintendent (if applicable) or designee and Accounting.

OUT OF STATE:
The Governing Board **must approve** all out-of-state participation in workshops.

AIR FARE:
Tickets purchased before **APPROVAL** are the responsibility of the traveler. The District will not be responsible for tickets purchased in advance of approved request. Please submit itinerary and payment confirmation with your Conference Expense Claim Form for reimbursement after the conference. Long term parking is limited to $8.00 per day reimbursement.

HOTEL:
If a hotel deposit is being requested; submit a separate Direct Payment Form and attach to the Conference/Workshop Request for all days needed, plus room tax and to whom the check should be made payable.

AFTER THE WORKSHOP/IN-SERVICE /TRAINING:
Original hotel receipts for lodging **paid by PUHSD** *must* be returned with the Conference Expense Claim Form to Business Services.

CONFERENCE EXPENSE CLAIM:
Complete the entire Conference Expense Claim Form for **each** employee and return to Business Services **IMMEDIATELY AFTER TRAVEL IS COMPLETE.** The

Conference Summary Form must be attached to this form in order to be reimbursed. (Paperwork submitted after thirty days may be subject to denial.)

ITEMIZED RECEIPTS:
Include original itemized receipts (each item and prices) for all meals, materials or other items to be reimbursed by the District that have been **pre-approved** on your original Conference/Workshop Request Form. If workshop registration includes meal(s), attendee **will not be reimbursed for meals outside of conference itself.**

DAILY MEAL ALLOWANCE:
Breakfast: $10.00
Lunch: $15.00
Dinner: $25.00
***Total allowed per day* $50.00**

PERSONAL ITEMS:
Personal items, personal phone calls, additional snacks, movies and alcoholic beverages are *NOT* approved expenditures. Tips for maid service and bellmen are *NOT* reimbursed.

Meal gratuity is reimbursed at **15%** where applicable.

MILEAGE:
The current IRS approved mileage reimbursement rate is .565 cents per mile calculated round trip from the work site to destination or home to destination, whichever is the shortest distance. However, the District encourages usage of the District vehicles when more than one individual is attending the same conference from the same site.

AUTHORIZATION:
Expense reimbursement claims *will NOT* be honored for trips made without prior authorization on the Request to Attend Conference/Workshop Request Form.

PROCESS TIME:
Conference/Workshop requests **must be approved** prior to Accounting issuing payment. Please allow at least *fifteen working days* to process a payment. **Follow listed procedures to eliminate unnecessary delays!**

TIPS TO EXPEDITE PAYMENT:
1. Note **pre-registration deadline**
2. Indicate **program to be charged and account code string**
3. Attach **separate Direct Payment Form** for hotel check
4. Attach **proper back-up**
5. Get **appropriate approval(s)**
6. All categorical funding **must be approved by Authorized Administrator**
7. Indicate if check is to be **mailed or returned to Participant**

December 20, 2013