

Conference Reimbursement Checklist:

Submit all required forms in the following order to insure accuracy and to expedite reimbursements. ~ [Pony to SONJA CHAPIN](#)

		Sent	Received
1)	Completed Conference Reimbursement Checklist		
2)	Conference Reimbursement Form - Must be completed online and printed <i>* Form must be signed by employee and principal/supervisor</i>		
3)	Pre-approved Professional Leave Request {PLR}		
4)	Copy of Conference Agenda		
5)	Copy of Certificate if Awarded/Applicable		
6)	MapQuest or Google Maps <i>* Distance is calculated school base to destination</i>		
7)	Itemized Meal Receipts - not just credit card copy		
8)	Other Expense Receipts <i>* (i.e. hotel, taxi, parking, tolls, etc.)</i>		
9)	**Completed AP-ACH form** - see your school bookkeeper for form		
			Updated 8/30/19

Requirements for all Conference Travel:

Employee Reimbursements

- Conference Travel Form available on our website
 - Must be completed online **NOT handwritten**
 - Must have employee's home address for mailing reimbursement check The dates of each expense must added in the date cell
 - Must be signed by employee and principal
 - Amounts listed that do not have a receipt attached - will not be refunded
- Copy of approved PLR
- Agenda of conference attended
- Receipts must be legible, itemized, for one person, a reasonable gratuity not to exceed 20%, and no alcohol
- In state travel meals (for breakfast, lunch & dinner) Max. is \$60.
- Out of state meals (for breakfast, lunch & dinner) is determined by the Superintendent prior to departure.
 - Lodging Expenses - require an itemized receipt
 - Room Service
 - Room Service charges for meals - cost of food, tax and a reasonable gratuity not to exceed 20% are the only allowable amounts
 - Any other charges are the responsibility of the employee
 - Room Service **MUST** have itemized receipt for meals, only be used when **absolutely necessary** and requires the approval of the Superintendent before expense will be reimbursed.
 - Condo/Rental Property or Hotels
 - If you choose to stay in a condo/rental property or a hotel - we **will not** reimburse grocery expenses, only meal receipts.
- Mapquest or Google Maps showing distance traveled (**distance is figured from school base to your destination**)
 - Miles may be added from hotel to conference site - please include with map
- Copy of certificate if awarded

All forms regardless of who is responsible for payment must be sent to **Sonja Chapin**. If any of the above items are missing the form will be returned.