

## Conference & Sub Request Procedures

1. Employee completes all spaces on the Request form prior to the conference and submits to their supervisor to approve. Attach conference brochure. (Registration cannot be completed until after step 5 is done.)
2. Supervisor reviews for completion and appropriateness, fills out Account number, and signs as Administrator Signature.
3. Supervisor must confirm/add to the District PD Calendar and confirm substitute availability.
4. Supervisor submits Request form to Director of Business at least 10 business days prior to the conference. Director of Business routes to appropriate other Directors for approval. Director of Business reviews and signs as Superintendent/Designee Signature. Director of Business will also have the Superintendent sign if the travel is Out Of State or if the employee attending the conference is supervised by the Superintendent.
5. Director of Business submits Request form to Accounts Payable Specialist for distribution as follows:
  - a. White copy retained in Business Office
  - b. Yellow copy back to building. At this point the Secretary can input the information into SADIE, including the correct account number.
  - c. Pink copy to:
    - i. Building or Department if budgeted funds are used
    - ii. Human Resources if Article 21 of WEA CBA monies are used (\$400 for workshops, Tuition Reimbursement as approved by WEA committee)
    - iii. T&L Program Secretary if Curriculum budgeted monies are used
  - d. Orange copy for employee
6. Conference Registration can be completed after Step 5. A Requisition must be completed in order to pay for the registration.
7. Building secretary creates any requisitions required prior to attendance at the conference. Requisitions are required for anything we'll be paying with a check. Scan and attach a copy of the approved Conference & Sub Request form to the requisition and reference the person(s) attending on the Description line or in the Notes tab. Attach conference brochure and registration form.
8. If anything needs to be purchased or held with the District VISA, an Authorization to Use VISA Card form must be completed and submitted with the Conference Request. Also, information on the hotel or airfare must also be attached. District Office staff will make the purchase or hold the reservation with the VISA. Building staff are not to make the purchase, hold a reservation, or use a Purchasing Card (P-Card) to do so.
9. A travel advance may be requested when estimated costs for meals, lodging, etc., exceeds \$50. A requisition/PO is required at least 15 working days in advance, after the approved request is received by the Business Office. All receipts and any difference in funds must be turned in within 10 working days of the conclusion of the trip.
10. Advance checks for hotels must also be done with a requisition/PO at least 15 working days in advance, after the approved request is received by the Business Office.
11. Follow all required purchasing procedures prior to attendance at the conference and after return. See Board Policy DLC, DLC-AR, and Travel and Expense Reminders.