Wattsburg Area School District Conference Request Form

- This request MUST be received in the Administration Office by the first of the month, preceding the month of the activity in order to be Board approved. All requests must be Board approved.
- Conference Brochure or other documentation must be attached.
- Original board approved requests will be returned to the building secretary following the approval at the monthly Board meeting on the 3rd Monday of each month.
- After attending this conference, a Conference Report must be submitted to your Building Principal/Supervisor and the Administration Office. No reimbursement will be made until the Conference Report is received in the Administration Office.

CONFERENCE INFORMATION	
Name of Conference:	
Person(s) Attending:	
Date(s) of Conference:	Conference is: ☐ Job Related ☐ Job Required
City, State:	
Name of Provider:	Sponsored by an Act 48 Provider: ☐ Yes ☐ No
Anticipated outcome of conference attendance:	
Substitute Required: ☐ Yes ☐ No	No. of full days Substitute required: Time Substitute required if <full day:

ESTIMATED COSTS:		ADMIN USE ONLY	
Tuition/Registration:		PO#:	
Mileage ($.67/mile or IRS rate):		PO#:	
Meals:		PO#:	
Lodging:		PO#:	
Fuel for District Van/Airfare:		PO#:	
Substitute ($120/full day):			
TOTAL ESTIMATED COSTS:	$ 0.00		

EMPLOYEE	
Employee Signature:	Date:

PRINCIPALS/SUPERVISORS APPROVAL	
Funding From:	
Principal/Supervisor Signature:	Date:

SUPERINTENDENT APPROVAL	
Assistant to the Superintendent Approval:	Date:
Superintendent Approval:	Date:
Date of Board Approval:	

Conference Cost Detail

TUITION/REGISTRATION: Please attach tuition/registration information to requisition in K12

☐ **Tuition** Vendor:	Make check payable to:
Requisition #:	Account String:
Date check needed by:	Check amount:
Mail check: ☐ Check to employee by interoffice mail	
Notes:	

PERSONAL TRAVEL EXPENSE: A Travel & Conference Expense Voucher must be turned in with ITEMIZED receipts upon return to be reimbursed. Mileage is to be calculated from Building address as determined by Google Maps or MapQuest. Please see last page for more details.

☐ **Mileage** x $ 0.70 $ 0.000	**Note: Mileage only paid if District Van is not available.**
☐ **Meals**- Daily Max $40.00 **Note: Meal allowance will only be reimbursed for overnight conferences. Excess does not carry over to next day.**	
Number of days: x $ 40.00 = $ 0.00	
Vendor:	Make check payable to:
Requisition #:	Account String:
Notes:	

LODGING: Please attach pricing quote/confirmation to requisition in K12

☐ **Lodging** Vendor:	Make check payable to:
Requisition #:	Account String:
Date check needed by:	Check amount:
Mail check: ☐ To vendor ☐ To employee by interoffice mail (mark building) ☐ SHS ☐ WAMS ☐ WAEC	
Notes:	

TRAVEL: FUEL: A Travel & Conference Expense Voucher must be turned in with receipts upon return in order to be reimbursed. To obtain cash prior to departure, submit a Petty Cash Request Form at least two weeks prior.
AIRFARE: Please attach pricing quote/confirmation to requisition in K12 for reservation to be made through District Office.

☐ **Fuel** Vendor:	Make check payable to:
Requisition #:	Account String:
Date check needed by:	Check amount:
Mail check: ☐ To vendor ☐ To employee by interoffice mail (mark building): ☐ SHS ☐ WAMS ☐ WAEC	
Notes:	
☐ **Airfare** Vendor:	Make check payable to:
Requisition #:	Account String:
Date check needed by:	Check amount:
Mail check: ☐ To vendor ☐ To employee by interoffice mail (mark building): ☐ SHS ☐ WAMS ☐ WAEC	
Notes:	