

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.
- You will receive notice of approval via e-mail from Debbie Nuhfer following 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: <input type="checkbox"/> Job Related <input type="checkbox"/> Job Required	
City, State:			
Name of Provider:		Sponsored by an Act 48 Provider: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Anticipated outcome of conference attendance:			
Substitute Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of full days Substitute required:	
		Time Substitute required if <full day:	
ESTIMATED COSTS:			
Tuition/Registration:		ADMIN USE ONLY	PO#:
Mileage (\$.585/mile or IRS rate):			PO#:
Meals:			PO#:
Lodging:			PO#:
Fuel for District Van/Airfare:			PO#:
Substitute (\$112/full day):			
TOTAL ESTIMATED COSTS:			

EMPLOYEE	
Employee Signature:	Date:

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

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

Conference Cost Detail

TUITION/REGISTRATION <small>Please attach tuition/registration information to requisition in K12</small>	
Vendor:	Make check payable to:
Requisition #:	Account String:
Date check needed by:	Check amount:
<input type="checkbox"/> Mail check to vendor <input type="checkbox"/> Check to employee by interoffice mail	
Notes:	

PERSONAL TRAVEL EXPENSE <small>An Employee Reimbursement for Materials and Supplies Form must be turned in with receipts upon return in order to be reimbursed. Mileage is to be calculated from Building address as determined by Google Maps or MapQuest. Mileage only paid if District Van is not available.</small>	
<input type="checkbox"/> Mileage	\$.585 X =
<input type="checkbox"/> Meals Note: Meal allowance will only be reimbursed for overnight conferences.	Breakfast: \$10.00 X =
	Lunch: \$10.00 X =
	Dinner: \$15.00 X =
	Total:
Vendor:	Make check payable to:
Requisition #:	Account String:
Notes:	

LODGING <small>Please attach pricing quote/confirmation information to requisition in K12</small>	
Vendor:	Make check payable to:
Requisition #:	Account String:
Date check needed by:	Check amount:
<input type="checkbox"/> Mail check to vendor <input type="checkbox"/> Check to employee by interoffice mail	
Notes:	

TRAVEL: <small>Please attach pricing quote/confirmation information to requisition in K12. An Employee Reimbursement for Materials and Supplies Form must be turned in with receipts upon return in order to be reimbursed.</small>		
<input type="checkbox"/> Fuel	Vendor: Petty Cash	Make check payable to:
Requisition #:		Account String:
Date check needed by:		Check amount:
<input type="checkbox"/> Mail check to vendor <input type="checkbox"/> Check to employee by interoffice mail		
Notes:		
<input type="checkbox"/> Airfare	Vendor:	Make check payable to:
Requisition #:		Account String:
Date check needed by:		Check amount:
<input type="checkbox"/> Mail check to vendor <input type="checkbox"/> Check to employee by interoffice mail		
Notes:		