

## REQUEST FOR CONFERENCE EXPENSES

This request is filed in accordance with the Board of Education policies on authorized conference expenses.

1. Meeting or Activity: \_\_\_\_\_  
\_\_\_\_\_
2. Date, Time, and Place of Meeting or Activity \_\_\_\_\_  
\_\_\_\_\_
3. Topic (or topics) of primary interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are the probable gains for the Skaneateles educational program which might accrue from your attendance at this meeting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How do you plan to implement procedures, which will result in the attainment of the probable gains \_\_\_\_\_  
\_\_\_\_\_
6. **ESTIMATED EXPENSES: (REQUISITIONS MUST BE FILED WITH THIS FORM FOR ALL EXPENDITURES)** Itemize breakdown for areas of food, travel, room, etc.  
\_\_\_\_\_  
\_\_\_\_\_

\*School personnel using their own cars on approved trips will be reimbursed at the rate of \$ .535 per mile. Meals will be reimbursed in an amount not to exceed \$35.00 per day (\$5.00 for breakfast, \$10.00 for lunch, \$20.00 for dinner); request for exceptional circumstances must be made in writing and approved prior to actual expenditures.

Reimbursement for expenses can be made only after an **EXPENSE REIMBURSEMENT FORM** is filled out and signed by your building principal if it is in excess of amounts originally approved. **(DO NOT SUBMIT THE EXPENSE REIMBURSEMENT FORM UNTIL AFTER THE CONFERENCE)**

Receipts for expenditures must be obtained and submitted with your **EXPENSE REIMBURSEMENT FORM**. Meal costs must be entered on a day-by-day schedule.

DATE FILED \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE      DATE      SUPERINTENDENT'S SIGNATURE      DATE

(01/03/17) G.R.