



LANSING SCHOOL DISTRICT CONFERENCE REQUEST FORM

Form Instructions

- Complete Conference Request Form and submit to immediate supervisor for approval. *This form must be submitted four (4) weeks prior to conference.* Out of state requests must be approved by Deputy Superintendent.
- Supervisor will assign account numbers. Compliance approval is required for all forms using grant funds.
- Forward all the form to Human Resources for approval.
- You are responsible for making all personal arrangements for registration, transportation, and substitute teacher *after* you have received your final approval form from Human Resources.

Participant Information

Current Date: _____ School/Department: _____

Name: _____ Employee ID: _____

Job Title/Position: _____ Bargaining Unit: _____

Number of conferences/workshops previously attended this school year: _____

Conference Information

Conference Title (description of Activity): _____

Conference Location: _____ Start Date: _____ End Date: _____

Total Number of School Days Absent (Beginning first day absence from work): _____

Rationale for Request (Check all that apply.):

- School Improvement Plan
- Technology Plan
- To Accomplish Board Goals
- District Request
- Other (please explain)

- Building Professional Development
- Individual Development Plan
- Grant Related (Indicate Name of Grant)

Substitute Information

Substitute Teacher Required? Yes No

Please be sure to secure a substitute through AESOP.

If yes, name of sub: _____

Signatures

I understand and accept Lansing School District conference procedures.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Compliance Office: _____ Date: _____

Human Resources Approval: Yes No

Human Resources: _____ Date: _____

Please fill out expense information on page 2.

Expense Information

General Information:

- **Per Diem:** Lodging, Meals, and Transportation will be paid in accordance to District Procedures.
- **All expenditures** require itemized receipts.
- **Purchasing Card** requests must be submitted to the purchasing office two weeks prior to travel.
- **Registration** must be entered into eFinance after receiving approval from Human Resources in order for a check to be sent to the organization.

Private Car:

Reimbursement for transportation by private car is generally authorized only:

- When two or more persons are eligible for similar authorized travel and their riding together would mean a savings. Employees should be encouraged to drive together on authorized travel.
- When it will cost no more than common carrier, i.e. lowest available discount airfare. The authorizing department should determine the lowest cost alternative by comparing the total cost of mileage, meals and lodging en route to be claimed by the traveler, against the lowest available discount airfare (according to the district approved agency).
- When the use of a private vehicle will not require the traveler to be away from his/her duties for a substantially longer period than travel by common carrier.
- Example: Miles to conference _____ x IRS Prevailing Rate = _____ OR Airfare = _____ Most to be reimbursed: _____

Taxi:

- Taxi services incurred in connection with authorized travel by common carrier are reimbursable. For example, taxis between hotel and airport are allowable; taxis from hotel to a restaurant to eat a meal, or taxis for sightseeing trips are not allowable.
- Tips: Tips for taxi service are not to exceed 20% of cost.

Air Travel:

- Tourist class only.
- Tickets may be purchased through the District-approved travel agency. This agency will bill the Lansing School District directly.
- In order to provide for best travel schedule and best price, please complete arrangements at least 30 days prior to travel date.
- The amount allowable for baggage handling fee is \$30.00 for round trip fees. Airline receipt is required.
- Tips: Baggage tip for airlines is \$6.00 per day.

Meals:

- Allowable meals at conference: breakfast, lunch, dinner. (If not included in conference registration, form must be included with receipts.)
- Meals included on hotel room bill must have itemized receipts and must be a replacement for one of the above meals. Snacks between meals and alcoholic beverages are not allowable expenditures.
- Tips: Tips for individual meals should be included on the individual meal receipt. An itemized restaurant receipt must be provided.

Lodging:

- Lodging rooms should be single rate with hotel or motel original receipt.
- If two or more travelers share a room, request individual room receipts, if available.
- If the other occupant who shares a room is not an employee, request the single rate be noted on the receipt.
- After receiving approval from Human Resources, enter hotel information on eFinance for check to be sent.
- Tips: Baggage tip for hotel is \$6.00 per day.

Account Numbers:

Conference ASN: _____ Account: _____
 Substitute Teacher ASN: _____ Account: _____
 Other ASN: _____ Account: _____

	Estimate of Expenses			Actual Expenses	
	Amount	PO		Amount	PO
Registration	_____	_____	Registration	_____	_____
Lodging	_____	_____	Lodging	_____	_____
Mileage:			Mileage:		
_____ Miles-Documentation Attached			_____ Miles-Documentation Attached		
_____ Prevailing IRS Rate			_____ Prevailing IRS Rate		
<i>Total Mileage</i>	_____	_____	<i>Total Mileage</i>	_____	_____
Transportation	_____	_____	Transportation	_____	_____
Meals	_____	_____	Meals	_____	_____
Other	_____	_____	Other	_____	_____
TOTAL:	_____	_____	TOTAL:	_____	_____

Honorarium received? Yes No
 If yes, how much? _____

Note: All receipts must be submitted to the Accounting Office with a copy of this form. Only original receipts will be accepted. Photo copies will not be accepted.

Signatures

Employee: _____ Date: _____

I authorize that these expenses are in line with Lansing School District standards and budget.

Supervisor: _____ Date: _____

Compliance Office: _____ Date: _____