

**BERLIN CENTRAL SCHOOL DISTRICT  
STAFF CONFERENCE REQUEST and CLAIM FORM**

**SECTION A**

Code # \_\_\_\_\_

Staff Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Conference Name \_\_\_\_\_

Date of Conference \_\_\_\_\_

Purpose of Conference \_\_\_\_\_

Is substitute needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Which Days? \_\_\_\_\_

**SECTION B**

COLUMN 1

COLUMN 2

Estimated Costs

Actual Costs

Registration Cost \$ \_\_\_\_\_ \$ \_\_\_\_\_

Lodging - \_\_\_\_\_ days @ \$ \_\_\_\_\_ \_\_\_\_\_

Meals - \$/day X \_\_\_\_\_ days \_\_\_\_\_

Travel- Personal Car \_\_\_\_\_ miles @ 54.5¢ per mile \_\_\_\_\_

Parking \_\_\_\_\_

Tolls \_\_\_\_\_

**TOTAL APPROVED** \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*I have read the instructions and information on the other side of this form and am aware of the conditions upon which the approval may be granted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION C**

	Approved	Denied	Date	Signature
*Supervisor				
*Business Office				
*Superintendent				
*Board of Education				

**SECTION D**

**TO BE COMPLETED AFTER CONFERENCE**

**CLAIMANT MUST SIGN THIS CERTIFICATE:** This is to certify that the materials and/or service charge included in the above claim amounting to \$ \_\_\_\_\_ have been actually performed for, furnished and/or delivered to the above named Board of Education; that the charges therefore are true and just, and that no payments have been made therefore except as therein.

\_\_\_\_\_  
Signature of Claimant Date

**VERIFICATION OF ATTENDANCE**

This is to verify that \_\_\_\_\_  
attended the conference \_\_\_\_\_  
on \_\_\_\_\_  
Date Presenter's Signature

## INSTRUCTIONS FOR CONFERENCE REQUEST and CLAIM FORM

No arrangements should be made to attend the conference until approval has been granted. Financial commitment prior to approval will not be reimbursed by the District.

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**Superintendent approval is necessary.**

**MINIMUM TIME REQUIRED FOR APPROVAL: 10 WORKING DAYS PRIOR TO THE CONFERENCE.**

\* Complete the information requested in SECTION A and SECTION B, Column 1 on the reverse side.

\*Attach a copy of the conference agenda or other descriptive information.

\*Sign and date your request and submit it to your supervisor for approval.

\*If approved by your supervisor, the request will be forwarded to the Business Office. If funds are available, the Business Office will submit the request to the Superintendent's Office. The Superintendent will approve/deny the request. You will receive one copy of this form back with approval or denial indicated.

\*If Superintendent approval is granted, the Business Office will cut a check and mail in your registration.

\*After the conference, complete SECTION B, Column 2, Sign SECTION D, have presenter sign "verification of attendance", and attach receipts for parking, tolls, etc. Return this information to the Business Office.

\*The Business Office will then reimburse you for your costs.

**\*\*\*Payment will be made for only those items documented by the required receipts.\*\*\***

*Revised: 07-12-2016*