

**CHARLOTTE PUBLIC SCHOOLS
REQUEST TO ATTEND CONFERENCE**

SIDE A- TO BE COMPLETED BY TEACHER BEFORE CONFERENCE

Person Wishing to Attend _____	
Conference Name _____	
Location _____	Dates _____
ACCOUNT NUMBER:	
	Bill to: _____
Principal's Approval: _____	Assoc. Supt. for Curriculum: _____
	<small>(APPROVAL FOR CONFERENCE ATTENDANCE ONLY)</small>

*****Please include an overview or synopsis of the conference you wish to attend for approval.*****

- I have sent in my own registration and payment. *(Registrations of \$99.00 or less.)*
- I want the district to send in my registration and payment. *(Please attach necessary information.)*

ITEMIZED	APPROXIMATE COST
Registration.....	\$ _____
Transportation..... <i>(Number of miles x approved mileage rate)</i>	\$ _____
Room.....	\$ _____
Meals <i>(if approved at the building level)</i>	\$ _____
<i>Maximum District allowances:</i>	(breakfast)
<i>Breakfast \$6.00</i>	\$ _____
<i>Lunch \$8.00</i>	(lunch)
<i>Dinner \$15.00</i>	\$ _____
	(dinner)
TOTAL	\$ _____

**REMEMBER TO SEND IN RECEIPTS FOR REIMBURSEMENT TO THE BUSINESS OFFICE
ONCE CONFERENCE IS COMPLETE!**

(Administrators should use the above form for their own requests, but should send form to
Superintendent of Schools for approval.)

**CHARLOTTE PUBLIC SCHOOLS
REQUEST TO ATTEND CONFERENCE**

SIDE B - TO BE COMPLETED BY TEACHER AFTER CONFERENCE

Person(s) Attending _____

Conference Name _____

Location _____ Dates _____

ACCOUNT NUMBER:
 Bill to: _____

- Teacher sent in registration and payment. (*Registrations of \$99.00 or less.*)
- The district sent registration and payment.

ITEMIZED	ACTUAL COST	PAYMENT METHOD	PAYMENT DATE
Registration.....	\$ _____	_____	_____
Transportation..... <i>(Number of miles x approved mileage rate)</i>	\$ _____	_____	_____
Room.....	\$ _____	_____	_____
Meals <i>(if approved at the building level)</i>	\$ _____	_____	_____
<i>Maximum District allowances:</i>			
<i>Breakfast \$6.00</i>	\$ _____	_____	_____
<i>Lunch \$8.00</i>	(lunch)	_____	_____
<i>Dinner \$15.00</i>	\$ _____	_____	_____
	(dinner)	_____	_____
TOTAL	\$ _____	_____	_____

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT TO BE PROCESSED!

REQUEST FOR REIMBURSEMENT

Pay to _____

Supervisor's Approval: *(if different from approx.)* _____ Associate Superintendent for Curriculum: _____

Process for Submitting a Conference Request

If no reimbursements will be necessary:

1. Complete the Conference Request Form, include pertinent materials describing the purpose and goals of the conference. If you wish the district to register for the conference for you, **you must include all pertinent information.** (Side A)
2. Give the complete form and all supplemental materials to your building principal.
3. Building Principals approve the form and ensure that the correct account is listed for billing.
4. The principal signs and sends the form to the Curriculum Department for approval. Once it has been approved by the Associate Superintendent of Curriculum, confirmation will be sent via email.

If reimbursements is necessary:

1. All reimbursements occur after conferences are attended.
2. Once the conference is completed, if there are any costs that need to be reimbursed, the teacher should send all relevant receipts to the Business Office.
 - a. If the “Actual Cost” is more than the “Approximate Cost,” you must re-submit your request to your building principal who must approve the difference. Your building principal will then forward the request on to the curriculum office for processing. (Side B)
 - b. If the “Actual Cost” is less than or equal to the “Approximate Cost” previously listed in the Conference Approval, the Curriculum Office will process the request once all receipts are received.
3. The Business Office will then complete the Reimbursement Request, cut a check, and send it to the teacher.