

Conference Reimbursement Procedure

At the beginning of each SY, School / Dept. secretaries please submit an open requisition to set aside an amount for your School / Dept. This open requisition is for staff who attend conferences and the total expense for each conference does not exceed \$200. Please make any necessary increase throughout the SY.

The vendor for this open requisition should be made to V#9048 - Misc.

(For example. you can start with 10 conferences @\$200 =\$2000)

If the total expenses for the conference are:

Less than \$200

1. Staff to submit MLP for pre-approval.
2. Staff to pay entire conference expenses including registration fee and any reimbursables. No requisition is necessary.
3. Staff to submit a claim form with proper backup upon returning from the conference (backup includes but not limited to registration fee information, itemized meal receipts, toll receipts, google maps, final approved conference requests, proof of attendance, etc).
4. Check with the Dept. / School secretary to see if there is an open PO for conferences less than \$200. If so, please attach a copy of the open PO, indicate the PO# and account# on the claim form.

More than \$200 (please follow the "Conference Procedure" attached)

1. Staff to submit MLP for pre-approval
2. Staff to give the Dept. secretary a copy of the pre-approved MLP for her to submit requisition(s) for the conference registration fee, hotel (if applicable), and staff reimbursement. Total of the requisitions should equal the total pre-approved amount on MLP.
3. Staff to submit itemized meal receipts and any other necessary backup plus the final approved conference request and proof of attendance with a claim form and the signed pink for reimbursement.

Mileage - Google map or Mapquest

Starting point should ALWAYS be the location of your work even if you start from your home.

Meals

1. Original itemized receipts
2. Regular meals only (lunch is the only reimbursable meal for 1 day conference. **Please see #1 b of the attached "Conference Procedure" for BOE allowable amounts for each meal**)
3. Desserts, snacks or non-alcoholic drinks outside regular meals are not reimbursable
4. Alcoholic drinks are not reimbursable. Please remember to delete from receipt before submitting for reimbursement.