

Pre-Conference Request Form - Teachers and Administrators

Conference Information (to be completed prior to travel)	
Employee:	Building:
Conference Date(s):	
Conference Title:	
Conference Location (City & State):	

Registration (to be completed after conference is approved)	
Provide supporting documentation	
Vendor Name:	Total: \$
Vendor Address:	
Is this a Group Registration? If yes, please provide names of other employees in group:	

Other Estimated Expenses (Carpooling is required outside of Ingham/Eaton counties) <i>(Items to be reimbursed after conference with approved PO and supporting documentation)</i> Note: Taxes, Fees, and Tips are NOT reimbursable.	
Provide supporting documentation	
Mileage @ .40/per mile	
# Miles:	Total: \$
Meals @ \$30/day	Total: \$
Parking Amount Per Day:	Total: \$
Other Travel (Air/Train/Bus)	Total: \$

Estimated Lodging Expenses (2 to a room when possible, finalize registration after approval)	
Provide supporting documentation	
# Nights:	Total: \$
Hotel Name:	
Hotel Address:	
Guest Names:	

Employee Signature: _____ Date: _____

Principal Approval: _____ Date: _____

(Principal must designate) Building Budget District Budget

Curriculum Director Approval: _____ Date: _____

Account # _____

Pre-Conference Request Guidelines

1. Complete the Pre-Conference Request Form, sign and date it, then submit it to your supervisor for approval. Forms are available from your building secretary.
2. Your supervisor will submit the form and any supporting documentation to the Curriculum Department.
3. Approved conferences will have the form returned to building with the Curriculum Director's signature. If using building credit card, use the Curriculum Department account number provided.
4. **Building secretary is responsible for registering participant(s) for conference.**
*Note: The Executive Assistant to the Curriculum Director will register participants for ISD workshops; a Pre-Conference Request Form is **NOT required** for ISD workshops.*
5. If a purchase order is needed for payment, return documentation to the *Executive Assistant to the Curriculum Director* to prepare a purchase order.
6. If payment for registration is placed on your building credit card, please use the curriculum account number provided and give all paperwork to the secretary.
7. For reimbursement, carpooling is required when more than one Mason employee is attending a conference outside of Eaton or Ingham County.
8. If a hotel is needed, share a Michigan Tax Exemption Certificate with the hotel registration personnel. Taxes, fees, tips are not reimbursable in most cases. Typically, lodging is only provided when a conference is 50 or more miles from the James C. Harvey Education Center.
9. When possible, same gender employees must stay two to a room (administrators and teachers may not room together). If you feel extenuating circumstances exist that may prevent room sharing, please speak with your supervisor. Employees may pay for their own lodging if they prefer not to share a room and extenuating circumstances don't exist.
10. If a sub is required, enter the time/dates you will be away in PESG using the correct sub-code reason.