

Conference Request Form

Instructions: Complete the request form and submit it to your Director or Principal for approval. This information must be completed and signed BEFORE the employee attends any conference or workshop. It is the employee responsibility to register for the conference and book hotel room (if necessary) prior to attending.

- **THERE WILL BE NO REIMBURSEMENT WITHOUT PROOF OF ATTENDANCE.**
- **THERE WILL BE NO REIMBURSEMENTS WITHOUT PRIOR APPROVAL FROM YOUR ADMINISTRATOR.**
- **THERE WILL BE NO REIMBURSEMENT WITHOUT RECEIPTS.**

Employee Name: _____

Conference Title: _____

Location: _____ Dates of Attendance: _____

Estimated Cost of Conference: _____

(Please attach a copy of the Workshop Flyer and completed Registration Form.)

Reimbursement Requested for the following amounts (estimate if necessary):

Registration	_____
Hotels*	_____
Meals*	_____
Mileage	_____

***PPBOCES will reimburse a maximum amount equivalent to the IRS Colorado per diem rates.
<https://www.federalpay.org/perdiem/2019/colorado>**

Receipts MUST be provided for reimbursement for any of the above. Presence of Alcohol on the receipt will prevent reimbursement. Tax cannot be reimbursed. It is the responsibility of the employee to bring Tax-Exempt documentation on trip and present with purchase.

Describe how information/learnings from this conference will be shared with other BOCES and district staff:

To be completed by a Director/Principal

- Employee has Director Approval to attend? ___ Yes ___ No
- Reimbursement Requested Approved:
 - Registration ___ Yes ___ No
 - Hotels ___ Yes ___ No
 - Mileage ___ Yes ___ No
 - Meals ___ Yes ___ No

Employee Signature _____

Director/Principal Signature _____

CFO Signature _____