

**BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT  
PROFESSIONAL CONFERENCE REQUEST FORM YEAR 2017-2018**

**INSTRUCTIONS**

1. Administrators/teachers/other personnel requesting to attend a conference must complete a ***Conference Request*** form (**OVER**) and submit it to the building level administrator.
2. Upon receiving building level approval, the **Conference Request** should be forwarded to the Assistant Superintendent for Curriculum and Instruction for approval. If necessary, it will then be forwarded to the Superintendent for approval.
3. A requisition is required for all conference attendees being reimbursed for expenses (registration, hotel, meals, transportation, misc.). Registration and hotel expenses paid by the District directly require separate requisitions for each vendor.
4. Upon approval of the conference request, copies of the requisitions and approved conference form must be submitted to the business office (**PRIOR** to the conference). The business office will return the approved PO to the building.
5. **Once the conference is completed, the signed green copy of the PO must be submitted to the business office along with the following:**
  - a. **Expense Voucher Form** - completed, signed, and approved. **Original** itemized **receipts** must be attached (NO EXCEPTIONS). Original and/or online printouts of cancelled checks or credit card statements can only be used to **VERIFY** an expense. Supporting documents showing the costs, such as a confirmation for registration, airline ticket, hotel reservation, etc., must be attached.
  - b. **Original Conference Request Form**
  - c. **Conference Summary Report** - One copy of your report must be attached to your Expense Voucher. A second copy must be submitted to the Assistant Superintendent for Curriculum and Instruction. Administrators submit second copy to the Superintendent. Please make your report brief with emphasis on ideas gained at the conference helpful to teachers, administrators and the Board of Education in studying methods to improve instruction in the District. Should your conference report contain significant information for the improvement of instruction, you may be asked to make an oral report to the staff. ***If you did not incur any expenses, you must still submit a Conference Summary Report to the Assistant Superintendent for Curriculum and Instruction or the Superintendent, if you are an administrator.***
6. Reimbursement will occur after approval by the internal claims auditor on a monthly basis.

**MISCELLANEOUS:**

1. **No** membership fees will be paid for any individuals by the school district.
2. There will be **no** reimbursement for expenses exceeding the amount approved or taxes.
3. If a car rental is necessary, prior approval must be obtained from the Deputy Superintendent.
4. **YOU MUST RECORD YOUR ABSENCE through AESOP via Telephone or the WEB. Remember, your absence is not recorded until a JOB NUMBER is received.**

<b>If you have recorded your absence but are unable to attend or if the conference is NOT approved, YOU MUST CANCEL YOUR ABSENCE IN AESOP in order to keep attendance records accurate and up-to-date. (Especially if a substitute is required.)</b>
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***IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE BUSINESS OFFICE AT EXT. 1026***

**BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT  
PROFESSIONAL CONFERENCE REQUEST FORM 2017-2018**

Date: \_\_\_\_\_

**REQUISITION #** \_\_\_\_\_ **PO #** \_\_\_\_\_

**Name** \_\_\_\_\_ CHECK (✓) **Administrator** \_\_\_\_\_  
**Teacher/Other** \_\_\_\_\_

**School** \_\_\_\_\_ **Department** \_\_\_\_\_

**Location** \_\_\_\_\_

**Conference** \_\_\_\_\_ **Date/s** \_\_\_\_\_

Regular Salary Yes \_\_\_\_\_ No \_\_\_\_\_ Date/s \_\_\_\_\_

Substitute Yes \_\_\_\_\_ No \_\_\_\_\_

Expenses Yes \_\_\_\_\_ No \_\_\_\_\_ Date/s \_\_\_\_\_

**AESOP Job #** \_\_\_\_\_

**(If you are unable to attend the conference, please call the 24-hour absence line at 1-800-942-3767)**

Will you be presenting at the conference? Yes \_\_\_ No \_\_\_

If presenting, will you receive a stipend? Yes \_\_\_ No \_\_\_

**EXPENSES: Original documentation indicating expense fee(s) must be provided.**

Transportation (**Mileage @ .535 cents per mile**, Tolls, etc.)

**Total mileage less daily commute (home to school)**

**Attach mapquest for both to conference form**

Indicate: \_\_\_air \_\_\_train \_\_\_own car \_\_\_rental car \_\_\_\_\_

Registration Fee \_\_\_\_\_

Meals (**for overnight stay only**) Breakfast=\$17.00

Lunch=\$18.00 Dinner=\$34.00 Misc.=\$5.00 **Total limited to \$74.00** \_\_\_\_\_

Housing (*use NYS Exempt Cert. ST-129 for NY hotels only*) \_\_\_\_\_

**TOTAL CONFERENCE EXPENSE** \_\_\_\_\_

**CHECK (✓) IF APPROVAL IS  
FOR \$100.00 MAXIMUM ONLY**

\_\_\_\_\_  
Principal's Signature

**APPROVALS:**

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Principal

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Michael Harrington -Assistant Superintendent

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
John DeTommaso-Superintendent of Schools