

*Bella Vista Elementary School District*

**CONFERENCE REQUEST & EXPENSE CLAIM**

SS# : \_\_\_\_\_ Means of Transportation \_\_\_\_\_

Name: \_\_\_\_\_ No. Attending From Our District: \_\_\_\_\_

Conference: \_\_\_\_\_

City: \_\_\_\_\_ Budget Account: \_\_\_\_\_

Conference Worksite: \_\_\_\_\_ Dates: \_\_\_\_\_ To \_\_\_\_\_

Conference Justification/Comments: \_\_\_\_\_

Approval:

\_\_\_\_\_  
 Superintendent/Principal                      Budget Administrator                      Funds Available

**DETAIL ALL COSTS INCLUDING THOSE TO BE PREPAID BY THE DISTRICT**

***Board approved allowances: Breakfast \$5.50    Lunch \$9.50    Dinner \$17.50***

Estimated Costs		Advanced Requests	Actual Costs	Reimbursement or Refund to District
	Meals not included in registration <i>(By approval only)</i>			
	Lodging			
	Scheduled Bus, Air or Rail			
	Cab Fare			
	Terminal Parking			
	Tools (bridge or ferry)			
	Registration Fee			
	Private Car Mileage			
		<b>Total</b>	<b>Total</b>	
\$ _____	<b>Total Estimated Costs</b>	<u>                    </u> <b>Advance</b>	<u>                    </u> <b>Actuals</b>	Riemb./Refund to Dist.  <b>Circle one</b>

Claimant Signature: \_\_\_\_\_  
*( I certify that the above is a true & correct claim.)*                      **Approved Reimbursement**

**PROCEDURES**

1. Submit complete request along with copies of all conference materials to the Superintendent for approval.
2. All travel arrangements will need to be made by the participant.
3. Purchase orders should be used whenever possible for conference fees & lodging.
4. When reserving air fares & lodging, you will need to request a faxed copy of the confirmation that includes pricing. As soon as that is received, you can submit a Reimbursement form to the Business Office to start the processing of your reimbursement. This will allow time to get the reimbursement before interest is accrued upon your account.
5. A copy of the Conference Attendance Request is used to request reimbursement after travel or to submit with district refund. Receipts must always accompany requests for reimbursement.