

Procedure for Conference Requests

1. Approval from building principal.
 2. SIS fin portal needs to be used to request professional leave. (professional leave goes by days not hours)
 3. Complete a purchase requisition and submit to building principal. This is a request to get a purchase order. (forms located on district website) **Use the purchasing card from your building administrator** to pay for conference registrations, hotel, and meals. If you are unable to use a purchasing card, you must use a P.O.
- *Wait for the PO before signing up for the conference.
4. If the purchasing card is not used, a reimbursement request form must be turned in with the receipts. There will be reimbursement up to \$25 per meal(s) for overnight trips only, not included as part of the Conference attended. **Itemized** receipts for meals and/or mileage must be turned in with a reimbursement request form. PDC will not reimburse for alcohol or taxes.
 5. After the conference, turn in all receipts and a copy of the conference invoice attached to the P.O. or requisition to your building principal. To receive conference reimbursement, the reimbursement request must be completed.

CONFERENCE CHECKLIST

Before Attendance

Building principal approval	
P.O. request/returned	
Register online with card	
Print the invoice to use as a receipt	

Before Conference

Hotel	
SUV-Machelle Pfanner (If needed/available)	
Ask off in portal	

During Conference

Take the P-Card	
Get itemized receipts for everything	

After Conference

Return keys to Machelle Pfanner if SUV was used	
Return P-Card to administrator	
Return all receipts, invoices, and reimbursement forms attached to the P.O. or requisition to the building principal	

KEEP COPIES OF EVERYTHING!!!!