

FISCAL SERVICES - CONFERENCE AND TRAVEL Directions at a Glance

Forms to be used:

<i>Form #</i>	<i>Form Name</i>	<i>Revision Date</i>
300095	Request to Attend Form	01/23
Online	Request for Exemption form BCSD Maximum Hotel Room Rate	10/17
300232	Revolving Fund Request Form	08/01
300095	Claim for Meeting/Conference/Workshop	01/23

Completing Request to Attend:

- Complete Request to Attend (Form #300095) as instructed
- Attach a copy of any information relating to the event such as registration
- Mileage for frequented areas will be listed on the BCSD Mileage Chart, if destination is not listed on Mileage Chart please Mapquest destination
- When listing cost of hotel, be sure to include the “Out the Door” price. *Ask hotel personnel how much the room will cost with all taxes included.*
 - If hotel cost is more than \$180.00 (including taxes) a Request for Exemption form BCSD Maximum Hotel Room Rate (*Online Form*) is needed, **NO EXCEPTIONS**
- Confirm meals are either included or not included in the cost of the event before requesting meal allowances
- Whether registration is paid by Purchase Order, District Credit Card or a Check Request, be sure to list registration on your Request to Attend
- When in doubt list a parking fee dollar amount
- Principal will sign, date, & check recommended attendance on the form
- Forward the completed Request to Attend and backup to the Assistant Superintendent, School Administrator, or Director over your school site or department

Completing Revolving Fund Request Form:

- Complete Revolving Fund Request (Form #300232) as instructed
- Registration Revolving Fund check requests will be issued immediately after approval of the Request to Attend
- Cash advances for employees will be issued one week prior to conference and only when expenses are in excess of \$200
 - The dollar amount for cash advances to employees should include (if applicable) hotel, meals, & mileage

Completing Claim for Meeting/Conference/Workshop:

- Complete Claim for Meeting/Conference/Workshop (Form #300095) as instructed
- Include the following to insure prompt processing of claims:

- Registration – a copy of the Revolving Fund Request, which should include the check number and a copy of registration paperwork, if registration was paid for with a PO, submit a copy of the PO
- Employee Cash Advance – copy of the Revolving Fund Request, which should include the check number or a copy of the check
- Hotel receipt – (even if an advance check was issued to the employee for this expense)
 - If hotel cost is more than \$180.00 (including taxes) a Request for Exemption form BCSD Maximum Hotel Room Rate (*Online Form*) is needed, **NO EXCEPTIONS**
- Credit Card Receipts – If a district credit card was used for any approved expenses
- Transportation receipts – i.e. plane, train...except for use of private car (which receives the IRS mileage allowance)
- Other Approved Expenses – Parking, taxi, telephone...expenses should have had prior approval
- ***Receipts are not required for approved meals***

Other Areas:

- Include a memo approved by the principal or department head for any additional expenses not listed on the original Request to Attend (i.e. parking, taxi, meal)
- Be sure to complete the lower left hand box which contains the Approval Date and Account Code
- The Department Head/Site Administrator signature must be on the claim form
- At “Less Advance Travel Expenses – check or PO No.” – Please list all check numbers and amounts, PO numbers and amounts, and CC for Credit Card and the dollar amount.

Additional questions, please call Maria Quiroz in Fiscal Services at 631-4697