



MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT

PO Box 990
Morrisville, NY 13408
Phone: 315-684-9158
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Form REQ-2
CONFERENCES

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

CONFERENCE REQUEST FORM

Submit to Business Office, ATTN Accounts Payable

ATTENDEE(s)

Name: \_\_\_\_\_ Blg \_\_\_\_\_ Grade/Dep't \_\_\_\_\_
Name: \_\_\_\_\_ Blg \_\_\_\_\_ Grade/Dep't \_\_\_\_\_
Name: \_\_\_\_\_ Blg \_\_\_\_\_ Grade/Dep't \_\_\_\_\_
Name: \_\_\_\_\_ Blg \_\_\_\_\_ Grade/Dep't \_\_\_\_\_

CONFERENCE HOST:
CONFERENCE TITLE:
CONFERENCE LOCATION:
CONFERENCE DATES: Leave Date: Return Date:

HAVE YOU ENTERED THIS CONFERENCE REQUEST IN MLP? (Instructional Staff)

If "No," then do so.

REGISTRATION How will you register for the Conference? Check One
I have registered and paid for this conference with the host. I will see reimbursement
I have registered for this conference but have not paid yet and need a PO
I have not registered yet, but I will do so when I have the PO
I have not registered and I would like the District to register me.

REGISTRATION
PO #
VENDOR#

REGISTRATION FEE (Attach registration form!) QTY @ FEE AMT
Registration Cost @ \$ -

ISSUE PURCHASE ORDER FOR REGISTRATION TO:

LODGING NAME # NIGHTS # ROOMS \$/NIGHT TOTAL COST
HOTEL: \$ -
Reservations: How will you make reservations for lodging? Check One
I have already reserved a room in the hotel. I will seek reimbursement
I have not made a reservation yet, but I will do so and seek reimbursement
I have not made a reservation and I would like the District to make one and pay directly.

LODGING
PO #
VENDOR#

ISSUE P.O. FOR LODGING TO (you, if you are getting reimbursed):

MILEAGE DESCRIPTION OF TRIP # MILES IRS RATE\* TOTAL COST
To/From: \$ 0.575 \$ -

MILE/OTHER
PO #
VENDOR#

\* IRS Rate changes each January. For 2020, it is \$0.575/mile

ESTIMATED OTHER COSTS
Parking/Tolls/Taxis, including Ride Share (Uber/Lyft) Est Cost
Meals (budget \$13 for breakfast, \$14 for lunch, \$23 for dinner)\* Est Cost
Other Transportation (airfare, train fare) Est Cost

Business Office Only

ISSUE PURCHASE ORDER FOR MILEAGE/OTHER COSTS TO (you):

FUND FUNCT'N OBJECT LOCAT'N PROGRAM TOTAL: \$ -
435

Approved by Supervisor \_\_\_\_\_

Approved by Asst Superint. \_\_\_\_\_

Approved by Superintendent \_\_\_\_\_

\* See reverse side for more information about reimbursable expenses.



## CONFERENCE REQUEST FORM

**GENERAL INFORMATION RELATING TO TRAVEL EXPENSES:**

*Travel expenses may be claimed for travel which has been approved IN ADVANCE by your supervisor.*

*For conferences 60 or more miles away OR that are multiple-day conferences, the District will reimburse, or pay directly, for lodging at the conference site, or at another location.*

*Claims shall be limited to actual, reasonable expenses incurred during the course of travel on behalf of the Morrisville-Eaton Central School District.*

*For budgeting purposes, reasonable meal costs should be approximately*

*\$13.00 for Breakfast*

*\$14.00 for lunch*

*\$23.00 for dinner*

*Reimbursement for gratuities (tips) shall not exceed 18% of the pre-tax meal cost and must be documented with a receipt documenting the gratuity paid.*

*You may include:*

- 1 Breakfast when you are away overnight the night before, OR when the schedule requires you to commence travel prior to 6:00 a.m.*
- 2 Lunch, when approved travel requires that you be away from home or normal work place during the hours of 11:00 am through 1:30 pm.\* (See note below.)*
- 3 Dinner, when approved travel will result in returning home after 7:00 pm.*

*\* Note about lunch: IF your travel is only a one-day trip AND your meal is NOT included in the cost of the seminar, reimbursement for lunch is considered TAXABLE income by the IRS. Because of the additional reporting requirements, the District will NOT reimburse for these costs.*

*You may NOT include:*

- 1 Any alcoholic beverage*
- 2 Any personal service or entertainment expenses*
- 3 Expenses for a spouse, family member, or anyone else that travels with you*
- 4 Anything other than means, mileage, approved transportation (airfare, train tickets, taxis, shuttles, etc), lodging, and reasonable incidental expenses such as parking and tolls.*

*ALL claimed expenses MUST be supported with a detailed receipt. Summary receipts (with totals only) are not acceptable and will NOT result in reimbursement.*

*This form is for budgeting/requisitioning purposes. Use Form REQ-4 when filing a claim for reimbursement.*