Procedures for teachers going to a conference:

Prior to the conference:

1. All conference, hotel requests, mileage reimbursements and meal reimbursements (if applicable) must first be entered in Frontline Professional Growth (aka MLP).

2. After the approval process is complete in Frontline, the Deputy Superintendent's office will enter a purchase order into Wincap for the conference and hotel (if required). For auditing purposes and entry of the PO, please supply documentation to the Deputy Superintendent's office to support the requested amount for the hotel and/or registration fee.

3. After the purchase order(s) are approved and processed by the Business Office you will receive a copy. At this point, **you** will register for the conference and make your hotel reservation.

4. *Please note*, while on official business, you must provide the hotel with a completed "Exemption Certificate, Tax on Occupancy of Hotel Rooms" form. Please contact the Business Office for a copy of the form.

5. Contact the Transportation department to request a district vehicle. *Please note*: If a district vehicle was available and you chose to use your own vehicle you will **not** be reimbursed for mileage.

When you return from the conference:

1. When the invoice comes in for the conference, you must sign off on the invoice, attach proof of attendance, a copy of the purchase order and submit the completed packet to the Deputy Superintendent's Office for approval. Payment is then processed by the Business Office.

2. When the invoice comes in for the hotel, you must sign off on the invoice, attach proof of attendance for the conference, a copy of the purchase order and submit the completed packet to the Deputy Superintendent's Office for approval. Payment is then processed by the Business Office.

3. If a district vehicle was not available, and you used your personal vehicle, submit a completed mileage reimbursement claim form, along with a printout from Google Maps showing the exact mileage to the Deputy Superintendent's Office for approval. Payment is then processed by the Business Office.

4. If meals were approved prior to the conference; submit a completed claim form to the Deputy Superintendent's office along with the original itemized meal receipts. You will not be reimbursed for tax. Be advised that reimbursements will be made according to your allowable contract amount. Payment is then processed by the Business Office.