

MONITEAU SCHOOL DISTRICT

CONFERENCE REQUEST

Name \_\_\_\_\_ Date submitted for review \_\_\_\_\_

Building Assignment \_\_\_\_\_ Grade/Subject/Area \_\_\_\_\_

Title of Conference \_\_\_\_\_

Date(s) of Conference \_\_\_\_\_ Location \_\_\_\_\_

Conference Sponsor \_\_\_\_\_

Specify benefits to be gained by you and/or value to the district. Submit only copies of conference information with this form. (i.e. brochures, pamphlets, etc.)

Your Role in the Conference (i.e. participant, presenter, other) \_\_\_\_\_

Your Last Conference Attended \_\_\_\_\_ (Date, Subject, Location)

Estimated Cost: Substitute \$ \_\_\_\_\_ @ \_\_\_\_\_ /day Meals \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_
Travel \$ \_\_\_\_\_ @ \_\_\_\_\_ /mile Misc. \$ \_\_\_\_\_ Regis. \$ \_\_\_\_\_
Funds Budgeted: Yes \_\_\_\_\_ No \_\_\_\_\_ Total Estimate District Expense \$ \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Requesting Advance Payment? Yes \_\_\_\_\_ No \_\_\_\_\_

If you need advance payment for any cost of this conference/seminar, YOU MUST COMPLETE THIS SECTION. Be sure to determine the date(s) needed accordingly as all advance payment checks will be forwarded to the attendee to handle.

Yes, I need a check(s) Amount I need this/these check(s)
Check(s) Payable to: of Check(s): on this Date:
\_\_\_\_\_
\_\_\_\_\_

Conference request forms must be completed in duplicate and forwarded to your immediate supervisor at least two weeks prior to Board meeting. Keep any and all original registration information.

Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_
Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## CONFERENCE ATTENDANCE POLICY GUIDELINES

The Moniteau School District recognizes the importance for employees to maintain pace with new developments in their areas of responsibility. Ways in which this may be accomplished are through attendance at conferences, through observation of educational activities, and through participation in regional professional meetings. In each case, it will be necessary for the employee to state the benefits to be gained by the individual as well as the District.

Although the District recognizes the importance of such activities, it is necessary to consider:

- the amount of resources available for this purpose
- the amount of time an individual may be absent from their primary responsibility
- the frequency an individual employee has participated in other conferences
- the priority of the conference in relation to District goals and priorities

If an employee is approved for a conference, they must submit a written report of the conference within two weeks of their return. This report must include the employee's name, the conference attended, a summary of pertinent events and activities, and how they relate to individual and district goals. An oral report to the School Board may also be requested. **The Board must approve conference requests for reimbursement in excess of \$500.** The superintendent may approve other requests with a summary report given to the Board regarding those requests. Factors to be considered in the approval of requests include the following:

1. Conference request forms shall be submitted to the immediate supervisor for his/her review at least two (2) weeks prior to the regular board meeting which precedes the date of the conference.
2. Except in unusual circumstances, employee initiated requests will be limited to one conference per year per employee. Exceptions to be approved by the superintendent.
3. Conference requests will be related to the employee's area of responsibility.
4. Except in unusual circumstances, no more than two employees per building will be permitted to attend the same conference. Exceptions to be approved by the superintendent.
5. Except in unusual circumstances, conference requests beyond a 350-mile radius of Moniteau School District will not be fully reimbursed. Exceptions to be approved by the Board.
6. Except in unusual circumstances, overnight stays will not be approved for conferences within a 60-mile radius of the Moniteau School District. Exceptions to be approved by the superintendent.
7. District initiated requests are not subject to the above requirements.
8. All expenses submitted for reimbursement must be justified with proper receipts.
9. The School District will reimburse the employee as follows:
  - a) Mileage @ current IRS rate + Tolls + Parking
  - b) Food allowance not to exceed \$35.00 per day\*
  - c) Lodging at economy hotel. \*\* Rates should be confirmed with at least 3 hotels in the area of the conference (lowest rates within 5-mile radius of conference site).
    1. \_\_\_\_\_
    2. \_\_\_\_\_
    3. \_\_\_\_\_
  - d) Telephone calls for school business only.
  - e) Conference registration fees or the District will reimburse the employee at the level indicated on the approval.
  - f) Employees will not be reimbursed for extra hours beyond a normal day as a result of attending the conference.

\* If banquets or other meals are part of the conference registration, they will be fully reimbursed. Meals not included will be reimbursed at a maximum rate of \$7.50 for breakfast and lunch, and \$20.00 for dinner.

\*\* Exceptions may be made to this if conference is held at a particular site.