**Fillmore Central School**

Directions for Requesting an External Conference

**All requests should be made at least 30 days prior to the requested conference.**

Employee should complete the conference request form and the travel expense form and submit them to the Director of Curriculum.

The administrative team will review the request and approve or deny it.

If the request is approved the employee will bring the approval to the business office and get a requisition form from Mrs. Nolan to create any purchase orders that are needed for registration.

The employee will need to work with the business office to register for the conference and book the hotel, if necessary.

If the conference requires an overnight stay the employee needs to get appropriate tax exempt forms from the business office prior to leaving for the conference.

Guidelines for Travel Expenses

1. Requests for travel expense reimbursement must be submitted with original, itemized receipts or other appropriate documentation.
2. Requests for reimbursement are to be submitted within thirty (30) days following the conference/travel.
3. The original Travel Expense Form should be completed with actual costs for all travel reimbursement requests.