

EAST SAN GABRIEL VALLEY ROP/TC

CONFERENCE REQUEST AND REIMBURSEMENT FORM INSTRUCTIONS

This document describes the process required to have a conference approved for funding.

No advanced reimbursement will be provided without board approval.

Most importantly, no conference request and reimbursement form will be approved without providing Credential Expiration date.

All conference requests must be approved by the appropriate Supervisor, the ROP Business Office, ROP Superintendent and the Joint Board of Management.

Obtaining conference approval, completing registration, arranging travel and lodging is a very time consuming process. To ensure that your conference request is processed in a timely manner, please submit your request to your Supervisor **at least eight (10) weeks in advance of conference. Due to CDE requirements, out-of-state conferences will require at least ten (12) weeks advance notice.**

COMPLETE THE CONFERENCE REQUEST, RATIONALE AND JUSTIFICATION FORM

This document must be completed and attached to the CONFERENCE REQUEST AND REIMBURSEMENT form when submitted for board approval.

COMPLETING THE CONFERENCE REQUEST AND REIMBURSEMENT FORM

1. Provide information identifying yourself, your course, pathway, and industry sector.
2. Identify the conference, its location (City & State) Reference AB 1887 and the dates you are requesting to attend.
3. Complete pre-approval of expenses.
4. Select if you would like a cash advance based on estimates or if you would prefer to wait until you return for any reimbursement.
5. Sign/date the form and forward to your supervisor for approval.
6. Attach evidence to support your estimate for registration, airfare and hotel.
7. Please wait for board approval prior to making arrangements.

** Submit the **CONFERENCE REQUEST and REIMBURSEMENT FORM** at least eight (10) weeks in advance, ten (12) weeks for out-of-state conferences. Supervisor and/or Business Office may deny the conference request if not submitted timely or if there are no available funds.

UPON BOARD APPROVAL EMPLOYEE IS RESPONSIBLE FOR:

1. Registration - Employee's responsibility to register for conference. Please attach registration confirmation to the conference request form.
2. Airfare - Employee makes the reservation. Please attach receipt for cash advance.

Note: **Every effort must be made to secure the least cost-effective flight travel.**

ROP will reimburse for coach fare and 1 suitcase for luggage. **NO REIMBURSEMENTS** will be made for flight changes. Keep in mind, conferences are funded using public funds, therefore expenses must adhere to stringent rules. In general **"A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person"**.

3. Car Rental/Taxi/Shuttle
4. Lodging + Tax - Employee makes the reservation (it is customary for the hotel where the conference is being held to provide a discounted rate for conference attendees). Please attach receipt for 80% cash advance.

Note: At the end of the conference you will need to bring the hotel invoice showing a zero balance and that the stay is paid in full. The paid receipt is needed for documentation, and should be turned in with your travel reimbursement request.

Meals: The per diem meal reimbursement allowance is **\$65** per day. When estimating your meal cost per day, multiply \$65 by the number of days you will be attending the conference.

Note: **To receive reimbursement for your meals you must submit itemized meal receipts.** Although the per diem reimbursement rate is \$65, you will only be reimbursed for the actual amount of the itemized meal receipts you submit. The per diem rate includes tips. If you submit itemized receipts for more than the allowable reimbursement rate, you will only be reimbursed up to \$65 per day. **Alcoholic beverages will not be reimbursed.**

Travel: If traveling by car, estimate the number of miles and multiply by **.58** (2019 IRS mileage reimbursement rate). When a personal vehicle is authorized, payment for mileage paid may not exceed coach class air fare. If you pay for parking, obtain receipts for reimbursement. If a shuttle or taxi is required, a receipt will be required for reimbursement.

Conference attendance must support one or more of the 10 elements of a High Quality CTE Program. On the reverse side of the Conference Approval Request form you must indicate which element(s) attending this conference will support.

The submission of the conference request form does not constitute a request for a substitute instructor. Please be sure to arrange for your own substitute. Requests for substitutes should be made ahead of time through the ROP sub line (626) 962-5080 ext. 800 or by following your district's sub procedure. It is your responsibility to confirm all arrangements for conference.

COMPLETE THE ITEMIZED EXPENSE FORM

To request reimbursement for conference expenses you must complete and submit the **ITEMIZED EXPENSE FORM**.

Itemized expenses must be submitted to the business office within fifteen (15) days after return from conference.

Save all receipts! Original receipts must be submitted.

Helpful tips to expedite reimbursement:

1. Tape original receipts by date on paper.
2. Label each receipt as meal, parking, etc....

**Conference Request
Step by Step Process**

Three forms required for conference request and reimbursement:

Form 1: **CONFERENCE REQUEST, RATIONALE AND JUSTIFICATION FORM**

Form 2: **CONFERENCE REQUEST & REIMBURSEMENT FORM**

Form 3: **ITEMIZED EXPENSE FORM**

STEPS to complete forms:

1. Complete the CONFERENCE REQUEST, RATIONALE AND JUSTIFICATION FORM
2. Complete the CONFERENCE REQUEST AND REIMBURSEMENT FORM
 - Submit at least ten (10) weeks in advance of conference, twelve (12) weeks for out of state conferences
 - A copy of the form will be returned to you after all approvals have been obtained, including board approval date.
3. Attach the CONFERENCE REQUEST, RATIONALE AND JUSTIFICATION FORM to the CONFERENCE REQUEST & REIMBURSEMENT FORM along with fliers or other documents which describe the conference, estimates airfare and hotel information and rates.
4. Submit your complete packet to your Supervisor for Board Approval.
5. Save all your receipts for reimbursement.
 - Receipts must be itemized, and include details of items.
 - Receipts must include vendor name/date/time/location.
6. Reimbursement request must be submitted within fifteen (15) days after conference.
7. Attach ITEMIZED EXPENSE FORM to the CONFERENCE REQUEST AND REIMBURSEMENT FORM for reimbursement.