



**Business Office (518) 793-9619
6 Bluebird Road
South Glens Falls, NY 12803**

CONFERENCE REQUEST PROCEDURE

1) Register through "My Learning Plan" (mylearningplan.com) at least 15 days prior to the conference, making sure to include any of the following that may apply or are **allowable expenses**:

- a. Registration fee (**do not include membership fees**)
- b. Mileage:
 - i. A Mapquest, Mapblast or other directional web site print-out detailing the mileage from **the school in which the claimant works, to the conference and back to the school in which they work-only if the claimant used their personal vehicle to attend the conference. If the claimant leaves from home - mileage is from home to the conference location. The district strongly encourages shared travel.**
 - ii. Do not forget to double your mileage.
 - iii. Use the IRS mileage rate
- c. Parking fees
- d. Cab fares
- e. Tolls
- f. Airfare
- g. Lodging
- h. Meals

Please make sure that you keep ALL original receipts. They must be itemized and include the date. Remember that sales tax and alcohol are not reimbursed.

CONFERENCE REIMBURSEMENT PROCEDURE

- 1) Fill out the reimbursable expenses form – The amount claimed cannot exceed the original purchase order issued
- 2) A signed receiving copy (The building secretary will process. **Please submit your request for reimbursement and all attachments to her first.**)
- 3) A Mapquest, Mapblast or other directional web site print-out detailing the mileage from the school in which the claimant works, to the conference and back to the school in which they work. If the claimant leaves from home - mileage is from home to the conference location.
- 4) A copy of your certificate of attendance.
- 5) A receipt that the conference was paid for or copy of a cancelled check front and back or credit card statement with the vendor clearly marked.
- 6) All original receipts for meals, lodging, tolls etc.. Absolutely no NYS sales tax for lodging will be reimbursed. Meal receipts should be detailed with date and items consumed. Meals will be reimbursed for reasonable expenses incurred during the conference time only, i.e. for an full day (8 a.m. to 4 p.m.) conference in Albany breakfast and dinner will not be reimbursed, only lunch if not included in the conference.