

Radnor Township School District Preapproval to Attend Conferences

- This form is to be submitted for preapproval to attend conferences which require absence from the district and/or reimbursement. Forms must be submitted at least 30 days prior to the event.
- An approved copy of this form must be submitted by the attendee with the “Reimbursement Request” to the Teaching & Learning Office within 15 days of attending the conference. Only those conferences for which prior approval has been obtained from the immediate supervisor and the Teaching & Learning Office will be reimbursed.

Instructions for Completing the Conference Request/Travel Reimbursement Form

Prior to the conference:

- Complete all sections of page 1.
- Complete page 2 - Estimated Costs and Signature of Employee – Be sure to complete all sections in this area. It is important that information in this section is accurate, as reimbursement after the conference cannot exceed the amount requested. Receipts (or printout of EZ-Pass), is required for reimbursement of travel other than mileage. **Detailed receipts** must be provided for food purchases; along with a credit card receipt if requesting reimbursement for a tip (an example is attached). Reimbursement will not be made in excess of the maximum meal allowance (\$15 Breakfast, \$17 Lunch, \$29 Dinner). Reimbursement will only be for meals not included at the conference. There will be no meal reimbursement for half day conferences. Alcoholic beverages, and non-alcoholic beer or wine will not be reimbursed.
- Attach a copy of the registration literature.
- Approval Section, Page 2, Obtain the applicable signatures (Department Chair, Building Principal, or Content Area Supervisor).
- Submit the form to the Teaching & Learning Office, Attn: Joanne Jamgochian for the remaining approvals.
- DO NOT REGISTER OR PAY for the conference until the approved form is returned to you. Once you have the approved form, you may register for the conference and make any other necessary accommodations (travel and hotel).

Upon completion of the conference:

- Complete the “Reimbursement Request for out of pocket expenses” on page 2.
- Attach receipts (see above for details).
- Return the completed form to the Teaching & Learning Office within 15 days of attending the conference.

Sample Credit Card Receipt

MARIO'S
 ITALIAN RESTAURANT
 WINE • COCKTAILS • BEER
 MARIOITALIANSTATECOLLEGE.COM

1272 N. Atherton St.
 (814) 234-4273

Date: Jul24'16 06:47PM
 Card Type: VISA / MC
 Acct #: XXXXXXXXXXXX6172
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Auth Code: 01196C
 Check: 9387
 Table: 15/6
 Server: 2017 STEVEN B

Subtotal: 19.08
 Tip: 3.00
 Total: 22.08

I agree to pay above total
 according to my card issuer
 agreement.

*** CUSTOMER'S COPY ***

Sample Detailed Receipt

MARIO'S
 ITALIAN RESTAURANT
 WINE • COCKTAILS • BEER
 MARIOITALIANSTATECOLLEGE.COM

1272 N. Atherton St.
 (814) 234-4273

2017 STEVEN B

Tbl	Chk	Gst
15/6	9387	1
Jul24'16 06:47PM		
1 CRAB RAVIOLI		15.00
1 ADD HOUSE		3.00
SUBTOTAL		18.00
TAX		1.08
AMOUNT DUE		19.08

A detailed receipt like the one above must be submitted in order to obtain reimbursement. Also submit your credit card receipt if you left a tip. Only non-alcoholic beverages will be reimbursed.