


INSTRUCTIONS FOR COMPLETING THE REQUEST FOR CONFERENCE/WORKSHOP PD-1

All areas MUST completed.

The areas are indicated by the symbol -  .

1. Name of Conference - Date(s) - Location (City/State). Employee must complete the Request for Conference Attendance Documentation and submit with PD-1.
2. Date(s) of Conference - Substitutes Date(s); if needed - Lodging Dates, if applicable - Meals (Y or N) - Registration Fee, per person - Mileage (Y or N) - and the Name of the individual/driver who will receive the mileage reimbursement.
3. Air Travel - if applicable. Please indicate approximate time of day you wish to travel.
4. Lodging - if applicable. If you want to stay the night before the conference begins, and you meet the criteria, be sure and indicate that. Rooms will be shared by district employees, not necessarily from the same site.
5. List all employees attending the conference. (You MUST indicate your PAYROLL NAME, not what you go by. This is a County Auditor Requirement). All employees listed MUST sign PD-1 and indicate City of Residence, School/Department they work at, and Job Title.
6. Site Principal/Supervisor MUST provide justification, sign, date and provide funding source and budget code.

The ORIGINAL brochure, flyer, letter MUST be included with the PD-1. Registration form(s) for each employee attending the conference must be filled out completely with the district's address and phone number. Any personal information, i.e., home address and phone numbers will be removed. DO NOT REGISTER yourself for conference. If you do, you will be responsible for paying the registration fee.

Meal allowances are paid as follows: Breakfast \$10.00 - Lunch \$15.00 - Dinner \$25.00. The meal allowance includes reimbursement for tip or gratuity of no more than 15%. Alcoholic beverages are NOT an authorized reimbursable expense.

Mileage reimbursement is based on the current Internal Revenue Service Standard Mileage Rate for driving their personal owned vehicle for business purposes. The district pay mileage for one vehicle for every four or fewer employees attending the same conference. Employees must have a current proof of insurance form on file with the Accounting Department.

Lodging: Keep in mind that lodging arrangements are made for you as a courtesy. You ARE RESPONSIBLE for getting the final hotel bill upon check-out and submitting it to Educational Services upon your return from the conference. If you fail to do this, hotel arrangements will no longer be paid in advance for you. You will be required to pay the hotel and request reimbursement.

If any of the boxes are left blank, that indicates NO reimbursement.

If you have any questions on completing the PD-1 Form, please call Educational Services at 255-6021.

(Board Policy 4133 and Administrative Regulation 4133 a thru e.)