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Date: July 1, 2017
To: Department Administrators

From: Liz Pensick, Director, Business Services
Subject: Conference Reimbursement Procedures

In an effort to process Conference Applications efficiently and in a timely manner, we ask that you follow the Procedure by using the **updated Conference Application and Warrant Request** provided on the District Website.

INCOMPLETE FORMS WILL BE RETURNED.

PRIOR TO WORKSHOP OR CONFERENCE:

- **Complete and sign application form.** (Including Free or Paid by 3rd Party Conferences)
 - This is the APPROVAL of the person to attend event outside of CVUSD boundaries.
 - Attach conference brochure and/or flyer showing details of conference. Attach applicable backup, such as invoices or hotel confirmations from vendors.
- Complete Warrant Requests for **each payment** of conference registration, hotel and/or airfare.
 - Attach applicable backup, such as invoices or hotel confirmations from vendors.
Make sure that address and total are shown on back-up.
 - For groups, warrants totaling over \$2,000, please separate into various Warrants when possible to prevent delay in payment due to County procedure.
- Route to site administrator for **pre-approval** and signatures **prior to Business Services.**
 - **Allow 4 to 6 weeks for processing and 6 to 8 weeks if Restricted Funds are used.**
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The Business Office will return to the applicant a copy of the “approved” Conference Application & the Department a copy of the Warrant Request for your records (Must Printed on **NCR paper**).

AFTER THE WORKSHOP OR CONFERENCE:

- Return the “Reimbursement” copy as instructed within 10 days to Business Office with any applicable receipts or/and **proof of auto insurance covering the dates of the conference.**
 - **If meals are provided by the conference vendor, the District will not reimburse for meals. All Receipts submitted MUST be itemized.**
- ❖ Please review District Policy breakdown for meals, non-reimbursable items, and Travel Procedures

CANCELLATIONS:

- If you are unable to attend the conference for which you registered, it is **your** responsibility to contact the vendor(s) and cancel all reservations and to **notify the Accounts Payable Department**, Extension 1272, if a warrant was issued. Please **request a refund if payments have been processed** by the Business Office. This should be done as soon as possible prior to the conference/workshop date to avoid extra charges.

For further assistance, please call the Business Office at Extension 1272. Thank you in advance for your cooperation in this matter.

PLEASE UPDATE AND RETURN TO BUSINESS OFFICE