

**SOLEDAD UNIFIED SCHOOL DISTRICT
CONFERENCE REQUEST PARTICIPATION FORM S-102**

Today's Date: _____

Conference Date(s): _____

_____ is hereby requesting permission to attend/participate in the following seminar, workshop, conference, or meeting: _____

Employee Signature: _____

Estimated Cost:

Registration	\$ _____
Food	\$ _____
Lodging	\$ _____
Transportation	\$ _____
Other	\$ _____
TOTAL	\$ _____

Please Allow 30 days for Conference Request and Reimbursement Claims to be Processed.

Please Note: The maximum meal allowance rates as described below. These rates represent the maximum amount of money that the District will reimburse each employee for each occurrence. Per Diem Rates Apply.

Food:	Times for Travel that Starts:
Breakfast.....\$18.00 (Before 7:00am)	
Lunch.....\$19.00 (At or before 11:00 am and return after 2:00 pm)	
Dinner.....\$34.00 (For travel that ends after 6:00 pm)	

The maximum lodging (excluding taxes) rates are as described below.

Lodging:
Cost per night per person..... (Not to exceed \$156.00)

Transportation:
Current IRS Mileage Rate

Justification/Reason For Training/Meeting/Workshop

SITE OR DEPARTMENT: _____

FUNDING SOURCE: Budget Verification : _____ / _____
(Business Department Initial / Date)

Required Approvals

_____ (Department or Site Administrator)	_____ (Date)	_____ (Signature)
_____ (For Grant: Program Administrator)	_____ (Date)	_____ (Signature)
_____ (Superintendent or Designee)	_____ (Date)	_____ (Signature)
_____ (Chief Business Official)	_____ (Date)	_____ (Signature)

Initial Process - Instructions:

- The following process must be followed whenever a District employee is planning to attend a conference, workshop, or meeting that requires travel accommodations.
1. Individuals planning to attend a conference must first meet with their immediate supervisor to discuss the reason for attending the selected conference.
 2. A Request for Conference Participation Form must be completed and signed by the employee and his/her supervisor.
 3. Submit the approved Participation Form to the Business Department along with a copy of the flyer the event and google map.
 4. Once the total cost for travel, including transportation lodging, airfare, and meals has been determined. Purchase Orders must be approved to encumber the funds necessary to pay for the conference related costs. Please submit Purchase Order Copies along with the Conference Request.
 5. All Employees must complete an "Employee Report Form" even if there was no cost incurred.

Date Received By Business Department: _____