

REQUEST TO ATTEND CONFERENCE OR TRAVEL ON COUNTY BUSINESS

(Please read instructions before completing this form.)

1. ATTENDEE: _____ 2. JOB TITLE: _____ 3. JOB SITE: _____

4. CONFERENCE TITLE: _____

CONFERENCE LOCATION: _____

5. DATES: From: _____ To: _____ 6. DEADLINE FOR REGISTRATION: _____

7. EXPENSES WILL BE PAID BY: Self _____ County Office _____ Other _____

8a. Registration: \$ _____ By Self _____ By County _____
 Other _____
 Vendor _____
 _____ (name)
 _____ (address and phone #)

8b. Lodging: # of Nights _____ @ \$ _____ Per Night
 By Self _____ By County _____ Other _____
 Vendor _____
 _____ (name)
 _____ (address and phone #)

8c. Transportation: \$ _____ By Self _____ By County _____
 Other _____
 Plane _____ Train _____ Auto _____ Other _____
 _____ Miles @ _____ ¢

8d. Food/Other Reimbursement \$ _____

8e. Substitute Cost \$ _____

9. Total Cost _____

10. Advance Requested (Total estimated expense exceeds \$25.00) _____ x 75% = _____ **Advance Allowed**

Budget Codes: _____

WAIVER OF EMPLOYEE EXPENSES AND HOLD HARMLESS STATEMENT

Upon approval of this request I agree to attend the activity herein described at my own expense except as noted otherwise; further, I accept full responsibility for all my acts in attending said activity and hold Sutter County Superintendent of Schools harmless from any and all liability whatsoever. I have read and understand the instructions.

10. _____
 Signature of Attendee

 Date

Signatures:

11. _____
 Site Administrator

 Date

12. _____
 Program Administrator

 Date

13. _____
 Superintendent or (designee)

 Date

Instructions for Completing the Request to Attend Conference or Travel on County Business Form

A conference request form is required for all workshops and conferences even if no cost is involved. The request is for insurance purposes.

1. Name of staff member attending the conference or planning to travel on county business
2. Current position held with Sutter County Superintendent of Schools office
3. Primary worksite location with Sutter County Superintendent of Schools office
4. Title and location of conference
5. Starting and ending date of conference
6. Deadline for registering for the conference
7. Indicate how expenses will be paid
- 8a. Indicate total cost of registration, who will pay the cost, and the name and address of the conference vendor
- 8b. Indicate the total cost of lodging, who will pay the cost, and the name and address of the hotel, etc.
- 8c. Indicate the total cost of transportation and the type(s) that will be required for the entire conference. In some cases, both airline and shuttle will be necessary. If planning to use a private automobile or a county vehicle, mileage should be estimated at the current approved IRS mileage rate.
- 8d. Estimate the cost of meals based on the approved rates in the current travel policy. Other incidental reimbursable items should be included in this section.
- 8e. Indicate the total cost of a substitute including statutory benefits. Contact the department fiscal staff for the appropriate substitute rates and benefits.
9. Total of 8a-8e. Follow department instructions for obtaining purchase orders.
10. If needed, complete the Advance Requested section.
11. Indicate the budget codes that will be used to pay all costs by the Sutter County Superintendent of Schools office. Staff should obtain these codes from a program supervisor or administrator.
12. Sign and date the request after reading the Waiver of Employee Expenses and Hold Harmless Statement.
13. Have the site administrator sign, date, and indicate approval or denial. If the request is denied, the site administrator will indicate the reason in the space provided.
14. Have the program administrator sign, date, and indicate approval or denial. If the request is denied, the program administrator will indicate the reason in the space provided.

15. Have the program assistant superintendent or designee sign, date, and indicate approval or denial. If the request is denied, the program assistant superintendent or designee will indicate the reason in the space provided. The program assistant superintendent or designee is the final approval.

This form will be attached to the requisitions for purchase that need to be generated for the conference. A complete conference registration form will also be attached. If the conference registration, lodging, or transportation cost must be prepaid, please allow enough time to complete the process.

The following costs will be paid by Sutter County Superintendent of Schools office in connection with approved travel:

A. REGISTRATION:

Registration will be paid in advance if the registration is over \$20.00 or the payment is required by the vendor to be paid in advance.

B. TRANSPORTATION:

Pursuant to current Travel Policy

C. MEALS:

Pursuant to current Travel Policy

D. INCIDENTAL:

Other incidental costs are reimbursed in full. These include taxi fare, bus fare, business related telephone calls, etc. Tips are not allowed as a separate expense and should be included in the cost of a meal or other service.

Keep receipts of all expenses. The receipts must be attached to the travel expense claim form in order to receive full reimbursement.