

**Lansing Central Schools  
Memo**

**TO:** All Staff

**FROM:** Mary June King, School Business Administrator

**DATE:** 3/15/2011

**RE:** Conference Registration and Reimbursement Procedure

The following outlines steps for District travel for conferences for teachers and administrators:

1. **Submit a conference request form on My Learning Plan** (If you do not have access to MLP, then you will submit everything on a conference request form which can be found on the Business Office Purchasing webpage)
  - a. MLP will have a two-tiered approval. The first will be by the building principal or other administrator and the second will be by the Superintendent.
  - b. Be sure to include on the form any expenses that will be incurred by the District during the trip. This includes conference costs, meals, lodging, tolls, parking, etc.
  - c. It is expected that anyone traveling by car will use a District vehicle. Please request a District vehicle by emailing [trans-L@lcsd.k12.ny.us](mailto:trans-L@lcsd.k12.ny.us). If a District vehicle is not available, the District will reimburse the traveler mileage at the current IRS rate. If the latter is the case, monitor the odometer reading for necessary, reimbursable travel for post-conference submission of a claims reimbursement form.
  
2. **Submit a Purchase Requisition to the appropriate purchaser (building or department secretary).**
  - a. A Purchase Requisition must be completed for each vendor, i.e. hotel, conference registration, airline.
  - b. If the traveler intends for the District to purchase materials or supplies while attending the conference a Purchase Requisition should be submitted prior to travel.
  - c. Anything that will be charged to the District credit card (including meals and gas for the District vehicle) should be encumbered with a Purchase Requisition made out to "Cardmember Services". As per District policy, use the GSA website to obtain the proper amounts for meals: <http://www.gsa.gov/portal/category/21287>.
  - d. Attach a copy of the approved Conference Request form to the Purchase Requisition(s).
  
3. The building/department purchaser will **submit the Purchase Requisition to the business office for approval** by the district Purchasing Agent. If this process

needs to be completed in less than one week, contact the business office to verify the need for a rush on the request.

4. Upon return of the approved Purchase Requisition, the **building purchaser will print a Purchase Order that can be faxed to the vendor(s)** indicated in the PO. This will secure your registration/reservations. If the conference, hotel or airline will not accept a PO, indicate so on the Purchase Requisition and the District Purchasing Clerk (Melissa Ferris) will secure your registration/reservations with the District credit card.
5. If you need to take a **District credit card** on the trip, **make arrangements** at least one week prior to the trip to get this shortly before you embark by contacting Sue French or Melissa Ferris in the business office.
6. You must **save and return receipts** for any charges made on the District credit card. You will have to reimburse the District for any charges that appear for which there is not an appropriate receipt.

**CAVEATS:**

- Check your contract language on conference travel.
- Make your arrangements as far in advance as you can.
- Be careful to save evidence of any expenses which will be on the District credit card or for which you will want reimbursement.
- If you use a personal vehicle (and only if a District vehicle was not available), make note of your odometer readings for all related travel.
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