

SOUTH WINDSOR PUBLIC SCHOOLS
CONFERENCE EXPENSE REPORT

Employee Name: _____ Vendor #: _____

School/Department: _____

Conference Sponsor: _____

Conference Dates: _____ Travel Dates: _____

Conference Location: _____

Purchase Order # or Account #: _____

ITEMIZED EXPENSE INFORMATION

PAYMENT METHOD

Type of Expense	On Account	P-Card	Personal Card/Cash
Conference Registration	\$	\$	\$
Meal Allowance (\$50 x Conference Days)	\$	\$	\$
Airline	\$	\$	\$
Airport Parking	\$	\$	\$
Mileage (Per Current IRS Rate)	\$	\$	\$
Hotel	\$	\$	\$
Car Rental	\$	\$	\$
Taxi/Shuttle Services	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Expense Totals	\$	\$	\$

REIMBURSEMENT FORMULA

Total Expenses	-	Amount Paid on Account	-	Amount Paid via P-Card	=	Amount Due to Employee
\$		\$		\$		\$

I certify that the above information is accurate and correct as to my actual travel expenses.

Attendee Signature: _____ Date: _____

I have reviewed the above actual expenses and supporting documentation.

Director of Finance & Ops Signature: _____ Date: _____

PLEASE SUBMIT TO THE BUSINESS OFFICE NO LATER THAN ONE WEEK AFTER THE CONFERENCE.

For further instructions, please see reverse side.

CONFERENCE EXPENSE REPORT INSTRUCTIONS/PROCEDURE

This form is to account for incurred travel expenses charged to the school district related to attendance at an approved conference, which may or may not include reimbursement to the employee.

Itemized Expense Information – Complete the Conference Expense Report in its entirety upon your return from the conference. Expenses need to be categorized by the type of expense listed in the table and distributed by the method of payment. This process will determine if any reimbursements are due to the employee.

Meal Allowance – This allowance applies only to conferences that are more than one day in length and includes the date of arrival at the conference site and the date of departure from the conference site. Meals included as part of the conference registration will not be deducted from the per diem rate of \$50 per day. Additionally, no receipts are required for the use of this allotment.

The meal allowance can be reimbursed to you following the conference after you reconcile your expenses or it can be given to you in advance, prior to attending the conference. To receive the allotment in advance, please complete the Employee Advance Form for the allotment amount and send to the Accounting Office at a minimum of thirty (30) days prior to the conference. The advance payment will be disbursed via check made payable to you. Please keep the yellow copy of the Employee Advance Form and attach it to the Conference Expense Report when reconciling your travel expenses, as it will act as the supporting documentation for this expense. If the funds are received in advance, please report the amount received in the payment method column of “On Account.” If you did not receive the meal allowance prior to the conference, please report the amount in the payment method column of “Personal Card/Cash.”

Mileage – This reimbursement reflects the amount to be paid based on the number of miles traveled at the current IRS rate. Please attach supporting documentation verifying the number of miles traveled. (Ex. Yahoo Maps, MapQuest, Bing Maps, etc.)

Lodging – This includes all standard room charges/gratuities for hotel services and accommodations, but will exclude meals charged to the room, as this expense is part of the meal allowance.

P-Card Expenses – Many conference expenses will be paid by utilizing your district issued purchase card (P-Card). In doing so, it will require you to submit receipts twice, once with your Conference Expense Report and again with the P-Card Reconciliation statement. The P-Card reconciliation is done on a monthly basis and will be sent to you by the Accounting Office for verification and the attachment of receipts. Please Note: **RECEIPTS REQUIRED FOR THE P-CARD STATEMENT MUST BE ORIGINALS**, but copies will need to be kept for Conference Expense Report purposes.

Expense Reimbursement Formula – This formula provides a summary of the information you provided in the table. By utilizing the table and the totals in the “method of payment” columns, please fill in the required amounts. Once all “on account expenses” and “p-card expenses” are subtracted from the total amount of expenses, this is the amount to be reimbursed to the employee (personal funds that were used to pay for expenses.)

Form Submission – Once you have completed the expense form in its entirety and have attached all receipts and supporting documentation, please sign the form certifying that expenses are accurate and correct and submit all information to the Business Office for final approval by the Director of Finance & Operations. Once approved, forms will be sent directly to Accounting for processing.