

## CONFERENCE/EVENT REGISTRATION PROCEDURES

### When you Register to attend a Conference, Field Trip, Event or a Meet:

1. Give the secretary your Signed & Approved:
  - a. MLP 'My Learning Plan' *or* 'Conference Request' Form *or* 'Field Trip Request' Form
  - b. Event/Conference/Meet Registration Form showing any Fees for the event from the Sponsoring Organization.
  
- The secretary will input a Requisition that day for any **Fee** to the Organization.  
*If the meet involves student registrations and you do not know the exact number of students attending, we will send a 'blanket' requisition to the organization for an estimated number of students.*
  
- The secretary will input a Requisition that day for a **hotel** (if applicable). A copy of the on-line **Hotel reservation # & cost** must be given to the secretary.  
*If the hotel is not in our system the secretary will need to ask the hotel for a W-9 so they can be made a vendor in our system.*
  
- The secretary will input a Blanket Requisition that day for **Travel Reimbursement** to the person going on the conference for their travel expenses: mileage, tolls, air, food & the cost of hotels outside of N.Y.S.

Please Note: ALL OUT-OF-STATE conferences, field trips, meets, etc. MUST be approved by the Board of Education *prior* to registering! Contact your Director/Principal for instructions.

### When you make a Hotel Reservation:

1. Give the secretary:
  - a. Hotel Reservation Confirmation E-mail showing reservation # & cost per day.
  - b. MLP *or* 'Conference Request' Form *or* 'Field Trip Request' Form.
  - c. Event/Conference/Meet Information/Registration with cost shown.

For Hotels within N.Y.S. The secretary will contact the hotel to tell them we would like to send them a purchase order for your stay. She will fax the hotel a purchase order to the hotel as soon as it is processed.

For Hotels outside of N.Y.S. The secretary will contact the hotel and ask for a "PRO-FORMA" Invoice for the number of nights of your reservation.

### When you Return from your Conference, Field Trip, Event or Meet:

1. The **NEXT DAY** you **MUST BRING** the hotel Check-Out Bill to the secretary so she can immediately submit it to accounts payable for payment!
2. Attach any receipts for food. *Food receipts MUST show items ordered (no alcoholic beverages), charge card receipts showing total only will be **disallowed**.*
3. Attach Proof of Attendance (*ticket stubs, admission receipts, name tags, program, etc.*)
4. Attach MapQuest mileage to and from **the School to the Event**.
5. Attach any toll receipts.