

Conference Pre Approval Form Procedures

Step 1: Complete a Pre-Approval Conference/Training Form: Turn in **AT LEAST** 6 weeks prior (the sooner the better) and attach the following:

- ✓ Flyer of conference/training that shows the registration fee and location
- ✓ Mileage: google map with mileage indicated on it. The start location will be your site.
- ✓ Hotel: print out price, dates, and hotel name.
- ✓ Flight: If applicable, print out flight times, date, cost, flight name (include your DOB on the form where requested)
- ✓ Submit to the Principal's Secretary at your site for approval and it will be forwarded to Charlotte Vigil to make accommodations. She will email you all of the itinerary once booked.
- ✓ Keep a copy of your signed and approved conference request form to submit with your expense claim.

After you return:

Step 2: Email your hotel receipt for room and taxes directly to Charlotte Vigil at the District Office.

Step 3: Expense Claim process: Fill out **AN EXPENSE CLAIM** form and attach the following:

- ✓ Original itemized receipts for everything purchased on the conference/training (Food, no alcohol, tolls, parking,)
 - ✓ [Pre-conference form](#) (This is a form you filled out weeks prior to the conference/training, see step 1)
 - ✓ If mileage, provide a google map with mileage indicated on it. The start location will be your site.
 - ✓ Submit to the Principal's Secretary for approval and they will forward to AP to process.
- **All expense claims will be rejected if they do not have the back-up forms attached**

All forms can be found on the District Website under Business Services or on the shared drive under Business Services forms.

If you have any questions, please email or call Charlotte vigil at vigilc@luhsd.net or 925-634-2166 x 2034.