

**SAN MARINO UNIFIED SCHOOL DISTRICT  
CONFERENCE PROCEDURES  
January 14, 2015**

**Preparing for the Conference:**

1. Submit a conference request form with a copy of the conference brochure and registration materials and a copy of the requisition for conference registration to your site principal. He/she will send it to Dr. Gary McGuigan in Instructional Services for his approval. All required documentation must be submitted at least three weeks or 15 working days in advance of the conference. The conference request form and requisition form must list a designated account number. Your school's office can assist you in obtaining an account number. Estimate (above what you think it will cost) the amount for each category, including conference registration, lodging, travel, mileage and other. The conference request form will be processed and sent to the Accounting Office. Out-of-state conferences will be submitted to the Board for approval. The conference request form is available on the District's Accounting Office website at: <http://www.smusd.us/pdf/ConferenceRequestForm.pdf>
2. Submit a requisition for registration to attend the conference (attach a copy of the conference brochure) at least three weeks or 15 working days in advance of the conference to the Purchasing Office noting registration deadlines on the requisition in order to receive a Purchase Order (PO).
3. The Purchasing Office will assign a PO number and register the attendee(s) for the conference registration form, with the exception of on-line registration. In this case, a PO number will be assigned so that the attendee can register themselves on-line. If time is of the essence, with pre-approval, the attendee can register themselves for the conference and seek reimbursement for the the registration costs via purchase order or the conference reimbursement form. If a check payment is required please note this on the requisition form and this will be processed through the Accounting Office.
4. It is the conference attendee's responsibility to make all travel and hotel arrangements. School-sponsored travel can be arranged through Titan Travel (626) 440-1959 or the attendee may arrange for travel themselves.

**During the Conference Period:**

1. Bring an envelope to SAVE all original detailed receipts in, including detailed meal receipts, taxi receipts (ask for a receipt), parking, hotel (please ask for a final bill upon checking out). All receipts must be for the conference attendee only (one person). No alcoholic beverages are to be listed on receipts and they will not be reimbursed.

**Returning from the Conference:**

1. Complete the Conference Reimbursement Form with an approved account number. Attach all original receipts. Make a copy of all receipts and the reimbursement form for your records. A copy of the Conference Reimbursement Form can be accessed on the District's Accounting Office website at: <http://www.smusd.us/pdf/RequestforReimbursementConference.pdf>
2. Attach verification for round-trip miles driven (Google maps, Mapquest, etc.) to and from the conference and/or to and from the airport.
3. Submit the Conference Reimbursement Form and attachments to the site administrator, who in turn will send the Form and attachments to Accounts Payable for processing and payment.
4. If all paperwork is attached and the Reimbursement Form is signed, reimbursements will be process and paid within 10 working days of receiving the reimbursement form and receipts.

If you have any questions, please feel free to contact Business Services at 626-299-7000, ext. 390 and we will direct your call to the appropriate staff member.