

Conference Request Instructions

1. Staff member should fill out the online conference request form: Form GCLA-F2. Forms should be filled out at least 10 days in advance of the conference. All necessary paperwork outlining the conference, rooms and costs must be attached. The online form can be found on our webpage www.bcpschools.org under staff/staff document library/human resources. Once completed, click submit. You will receive a copy via email that you will need to print, sign, and attach necessary documentation
2. Submit the completed conference form and paperwork to your immediate supervisor for approval.
3. Supervisor must indicate the funding account numbers that will cover fees associated with the conference and arrange for substitutes as needed.
4. Submit the signed approved form to Lisha Robinson, Instructional Coordinator, Central Office for final approval. Please note that if you are requesting to attend a conference and the funding is covered by grant funds, you must obtain signatures from your supervisor and the grant coordinator assigned to those funds prior to submitting the request to Lisha Robinson.
5. You will receive a copy of the signed form via school mail as well as a survey regarding your conference from Lisha Robinson, Instructional Coordinator. The original will remain at Central in the Office of Instruction.
6. The staff member/school fills out a purchase requisition form, attaches a copy of the **approved conference form** and submits both to Finance Department, Attn: Wendy Oliver.
7. Lodging: May be requested for travel of over 75 miles from School Board Office and is contingent upon available funds. Upon approval of this request lodging must be reserved by requester to hold the required room. Credit Card Authorization forms must then be sent to the Finance Department to update the room charges to the school credit card.
8. Meals: Meals will only be reimbursed if itemized receipts are submitted. If prior approval is made to use the school credit card (only available for conferences that are more than one day) any non-itemized receipts will be reimbursed by the employee. Meal allowance is \$39.00 per day.

9. Travel: Persons requesting conference approval are responsible for checking on availability of a vehicle. You must arrange for travel by calling the transportation office. Personal travel allowance, at \$.46/mile, is approved only when a county car is unavailable unless otherwise approved by the Division Superintendent or his/her designee.

10. Special Situation: The school credit card may only be used for conference payment if a purchase order is not accepted. Conference approval is needed prior to requesting the credit card from finance office. The purchase requisition would then be made out to BB&T.