

Gananda CSD Conference Request & Reimbursement Process

The conference request process will now be done using a [Google Form](#). This form should be completed for any conference or workshop outside of the district.

Once you've completed the form your request will go through an approval chain beginning with your Direct Supervisor (based on your building/department selection), then Director of Curriculum, Kelly VanLaeken, followed by Business Administrator, Natalie Melnik for final approval, and lastly Secretary to Business Administrator, Kathryn Johnson for processing. Building secretaries will also receive notification of all approved conference requests for their respective building. Once approved you will receive an email stating your request has been approved and conversely, if denied at any point along the approval chain you will receive an email stating so.

Section 1- Submitting a Conference Request

Complete all registrant and conference information (all fields are required).

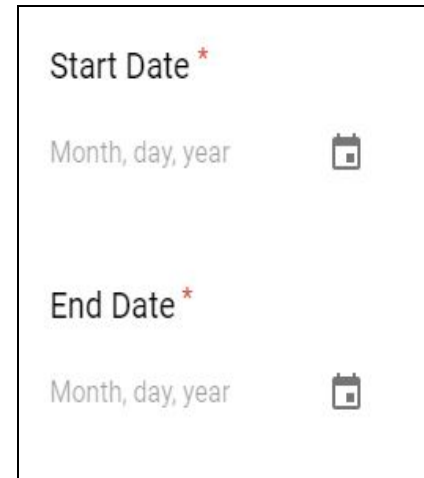
A few things to note:

1. Start & End Date


- If only a 1 day conference, Start and End Date should be same date
- If conference is over consecutive days, Start and End Date will be first and last day of conference accordingly
- If conference is spanned over multiple sessions nonconsecutively, enter separate requests for each session.

2. Registering for conference


- Unless given prior verbal/written approval from Kelly VanLaeken you should not register for a conference/workshop until after completing and getting a formal approval via the conference request form.
- If you do register prior to completing form, select Yes and upload your confirmation.
- If not registered, select No and upload registration form. (If there is not a physical form, upload a conference brochure, screenshot, etc.)
*you must upload something with conference details

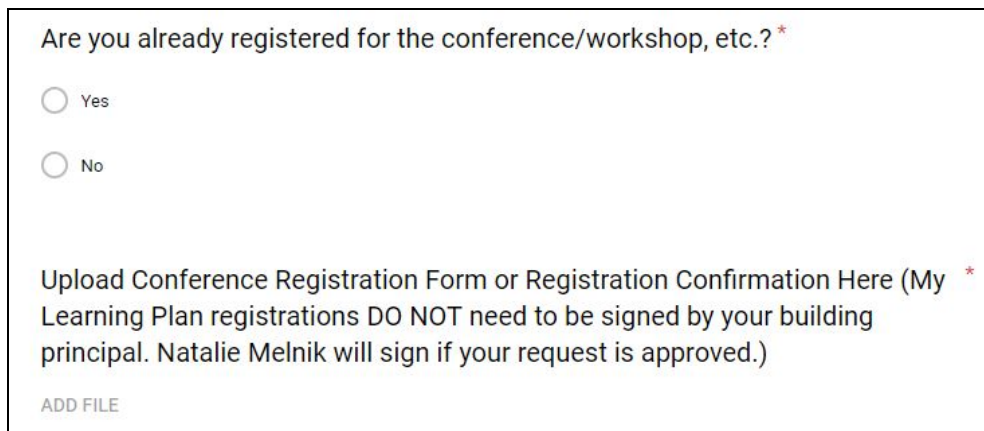


Start Date *

Month, day, year 

End Date *

Month, day, year 



Are you already registered for the conference/workshop, etc.? *

Yes

No

Upload Conference Registration Form or Registration Confirmation Here (My Learning Plan registrations DO NOT need to be signed by your building principal. Natalie Melnik will sign if your request is approved.)

ADD FILE

3. BOCES (My learning Plan) conference/workshops

- a. If you are attending a BOCES conference or workshop you must register through “My Learning Plan” in addition to completing the conference request form.
- b. Register for the event through My Learning Plan. By registering you are merely reserving a spot, registration does not occur until you complete the rest.
- c. After enrolling, you should receive an email confirmation. After receiving this, go back into My Learning Plan to Account Settings: My registrations. Click on the conference you have registered for. Under Actions: Click on Print Enrollment Form. Print to PDF. Save (This is the form you upload to your Conference request. This DOES NOT need to be signed by your building principal. Natalie Melnik will sign if your request is approved.)

The screenshot displays the 'Professional Learning Management' interface. At the top, it says 'Professional Learning formerly MLPPDMS' and includes navigation links for 'Print Screen', 'Help', 'Leslie Ferrante', and 'Logout'. A purple header bar contains 'Frontline Professional Learning Management' and a 'LearningPlan' tab. On the left, a sidebar lists 'Professional Development' options: 'Account Settings', 'My Registrations', 'My User Profile', 'My Statement', 'Change Password', 'Change Email', 'Course Catalogs', and 'Browse All Catalogs'. The main content area is titled 'Infinite Campus Spring User Group Meeting' and shows 'Activity Details', 'Course Provider Registration Status', and an 'Actions' section. The 'Actions' section contains several buttons: 'View/Print Form', 'Download Calendar File', 'Team Room', 'Print Enrollment Form', 'Workshop Evaluation', and 'Drop'. A red arrow points to the 'Print Enrollment Form' button. At the bottom, there is a copyright notice for '© 2016 Frontline Technologies Group, LLC. All Rights Reserved.' and the 'frontline education' logo.

4. Substitute Needed

- a. Select Yes or No depending on if you will need a substitute
- b. If your conference request is approved and if you require a substitute, it is good habit to immediately enter your substitute request into AESOP

Section 2- Additional Expenditures

1. Expenses processed by Business Office

- a. If the conference is out of state or a long distance and requires airfare, hotel accommodations, and/or a rental car please indicate so in this section.
- b. These expenses will be processed by the Business office secretary upon conference request approval.

Expenses processed by Business Office

The Business Office will process the following reservations. Please do not reserve without speaking to them first.

Does attending the conference require any of the following?

Airfare

Lodging

Rental Car

2. Reimbursable Expenses

- a. These are expenses incurred that you pay out of pocket and then can be reimbursed for. You must have receipts and complete a [claim form](#) **within 10 days** of conference attendance in order to be reimbursed. Such expenses may include:
 - i. Toll fees
 - ii. Parking fees
 - iii. Uber/taxi fees
 - iv. Meal fees- Max of \$40 per day and only applicable if traveling outside of regular work for extended period of time

Reimbursable expenses

You are responsible for saving and submitting all receipts and required documents within 10 days of travel to the Business Office. Reimbursements will not be processed if required documents are not received within this time frame.

Will you be claiming any of the following reimbursable expenses?

Tolls (must have receipt or ezpass summary)

Meals (Only applicable if traveling outside of regular work for extended period of time)

Other...

3. Mileage

- a. Make a selection based on if you will be claiming mileage reimbursement
 - i. If Yes, continue to Section 3 (Mileage Claim)
 - ii. If No, continue to Section 4 (Submission)

I will be claiming mileage *

Yes

No

Section 3- Mileage Claim

1. If claiming mileage reimbursement you must complete section 3 at time of submission.
2. After attending the conference you must email kjohnson@gananda.org within 10-days confirming you attended for processing of your mileage claim.
 - a. Note that only mileage above and beyond your daily commute can be claimed. IRS regulations do not allow you to include/be reimbursed for the routine daily mileage you travel to and from work.

Your Home Address *

Short answer text

Address of Conference *

Long answer text

Upload Google Map from Your Home Address to Gananda CSD Here (Required if claiming mileage.) *

ADD FILE

My commute to this event will be *

This is a full day conference, I will travel to and from my home address.

This is a half day conference. I will travel to work first, travel to the conference from Gananda, then travel home from...

This is a half day conference. I will travel to the conference first, return to Gananda, then travel home from Gananda.

This is a partial day conference. I will travel to work, drive to the conference, return to work, then drive home from G...

Section 4- Submission

1. In this section, you are electronically acknowledging the statement below:

“I understand that it is my responsibility to track the approval of my request using the tracking function link. I understand I am not to attend any event unless all approvals have been received (you will receive approval email). If claiming expenditures, I understand that it is my responsibility to submit all claims for reimbursement as stated above, to the Business Office within 10 days of attending the event.”

Section 4 of 4

Submission

If claiming mileage, after attending the conference email kjohnson@gananda.org within 10-days of conference attendance stating that you did in fact attend the conference. Your mileage claim will be processed by the business office.

If claiming any other reimbursable expenses, complete a Conference Claim Form with all receipts attached and send to Business Office within 10-days of conference attendance.
Link to claim form --> https://drive.google.com/file/d/1tn7Npm78_fyPuTChUouO6yl9Lnu8v3GH/view

I understand that it is my responsibility to track the approval of my request using the tracking function link. I understand I am not to attend any event unless all approvals have been received (you will receive approval email). If claiming expenditures, I understand that it is my responsibility to submit all claims for reimbursement as stated above, to the Business Office within 10 days of attending the event.

YES

Questions regarding conference request form can be addressed to Kathryn Johnson
kjohnson@gananda.org

Questions regarding My Learning Plan can be addressed to Kelly VanLaeken
kvanlaeken@gananda.org