

# Conference Attendance Request Checklist for Private Schools

Prior to submitting a Conference Attendance Request packet, the Professional Learning Activity Request form must be completed and approved by Stockton Unified.

- A Conference Attendance Request (CAR) packet must be completed for the attendance to an event.
- Use this checklist to verify each component is met prior to submission of the Conference Attendance Request (CAR) packet.
- Retain a copy of the complete Conference Attendance Request (CAR) packet for your records at your site.

**IMPORTANT:** The packet **MUST** include the following in this order, please check the box as each item is completed:

- Conference Coversheet
- Hotel Room Reservation Worksheet (if applicable)
- Air Travel Worksheet (if applicable)
- Conference brochure with detailed schedule of conference (including meal schedule if applicable)
- Map showing mileage from school site\* to conference/airport
- Approved Board Agenda Item, if conference is out of state
- Confirmation/copy of **event registration**
- Completed and approved Professional Learning Activity Request form
- Retain** CAR **reimbursement form at school** site until time to submit (within 10 days after the activity)

## **REMEMBER:**

- Hotel folio listing charges with \$0 balance due to be submitted with Reimbursement form
- No Reimbursement for Tipping on Uber or Cabs
- Use long term parking, not short term for airport
  - Submit receipts for taxis/shuttles/parking with reimbursement form
- No receipts are necessary for mileage or meals
- Mileage Reimbursement\*\* is 67 cents per mile until December 31, 2024
- Meal Reimbursement is only if meals are not included in conference or hotel; you cannot claim meals that were provided. Per diem rates are as follows until December 31, 2024:
  - \$17 Breakfast
  - \$18 Lunch
  - \$34 Dinner

## **POST CONFERENCE ATTENDANCE:**

- Complete CAR Reimbursement form and submit with applicable receipts\*\*\*.
- Complete the Professional Learning Activity Survey form

\* Starting mileage always begins at the closest point from home or the school site to the conference/airport.

\*\* Mileage reimbursement is limited to/from conference/hotel/airport. It is not for additional destination stops outside of beginning/ending travel.

\*\*\*May include an invoice for hourly rate X hours for time attending training outside of normal workday.

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