



## **STAFF CONFERENCE REQUISITION**

**(FOR PTO APPROVAL / REIMBURSEMENT)**

### **CONFERENCE DETAILS**

Teacher / Staff Name: \_\_\_\_\_

Conference / Event Name: \_\_\_\_\_

Conference / Event Dates: \_\_\_\_\_

Work Days to Cover: \_\_\_\_\_

Early Bird Registration Deadline: \_\_\_\_\_

Travel Plan / Dates: \_\_\_\_\_

Travel Cost: \_\_\_\_\_

Hotel Plan / Dates: \_\_\_\_\_

Hotel Cost (shared?): \_\_\_\_\_

Food and Expenses (IE: cabs, shuttles): \_\_\_\_\_

NOTES: Air or rail travel covers airline / train fees, baggage fees and parking fees during your conference. Auto travel covers mileage reimbursement per IRS business travel rates (\$.56 per mile as of 10/2014) and parking fees during your conference. We do not reimburse for mileage to and from the Charlotte airport.

### **CONFERENCE ATTENDEE PLAN**

Must Attend Sessions: \_\_\_\_\_

Maybe Attend Sessions: \_\_\_\_\_

People I Want to Meet: \_\_\_\_\_

Other Conference-related Events (IE: after hours, breakfast, etc): \_\_\_\_\_

How and When I Will Share What I've Learned with My PRM Colleagues: \_\_\_\_\_

### **SUBMITTING FOR APPROVAL / REIMBURSEMENT / PAYMENT**

1) Please fill out the details above regarding your conference attendance plan. Submit your completed form to the PTO president and treasurer (parkroadmontessoripto@gmail.com / prmptotreasurer@gmail.com)

2) PRM PTO offers three options on submitting your conference registration and expenses. Please indicate your preference below:

- Option 1:** Pay for it yourself and request reimbursement with receipts / documentation / a PTO check request to reimburse you.
- Option 2:** Manually complete the registration form and submit it with a check request, and PTO will mail it with a check to the address provided.
- Option 3:** If online registration is available and they accept Paypal, PTO can do the registration online for you. You are responsible to provide a link to the registration site and any personal information that would need to be input upon registration.

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