

Already Registered

Please Register Me

Lakewood Public School District  
CONFERENCE REQUEST FORM (1/23)

After you complete the conference request, and your Supervisor has approved please:

1. a) Register for the conference. In most cases staff members will be able to register themselves and select 'Bill District', 'Invoice', or 'Pay Later'. Once you register, send email confirmation or invoice to the business office for payment to be processed. Please make sure to include this approved conference request form.

or

b) If you are not able to register yourself, please send completed registration form, detailed information regarding the conference and this approved conference request form to the business office.

2. If you require lodging, please read the points below. Please note, lodging is available for travel over 60 miles from your assigned building.

c) It is the responsibility of the employee attending the conference to reserve their hotel room.

b) Call central office for a tax-exempt form prior to calling the hotel for a quote.

c) Once you receive your hotel quote, please send it to the business office for payment processing.

d) The business office will send payment directly, prior to your arrival.

e) You will receive an email confirming your hotel charges have been taken care of.

3. Make sure to have your Supervisor approve at bottom of this form for all conferences.

Please Print

<b>Employee:</b>		<b>Today's Date:</b>	
<b>Conference Name:</b>			
<b>Location:</b>		<b>Date(s) of Conference:</b>	
<b>Add'l Info requested on registration:</b>			
<b>Conference Registration Fee:</b>			

PROVIDE LODGING INFORMATION HERE

<b>Hotel Name and Address:</b>	<b>Cost p/Night</b>
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**\*\*Lodging: As per Article 19/Master Agreement/Double Occupancy**

\*Reminders:

\*Please attach Conference Brochure

\*Include a registration form if there are details that you need to provide

\*Include Hotel Reservation Quote/Confirmation if your conference is overnight

\*All expenses, including mileage, food, parking, etc., incurred by the employee can be put on the Mileage & Reimbursement Form and turned in within 30 days after conference.

\*You will not receive this form back.

<b>Supervisor Approval:</b>	<b>Date:</b>
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G/L Acct #: \_\_\_\_\_