

Conference Checklist

<input type="checkbox"/>	Conference Leave Request Submit a completed request form on InformedK12. Requests must be approved up to the President level (or Chancellor level if out-of-state).
<input type="checkbox"/>	Make Arrangements After your request has received final approval (you'll be emailed a copy), make sure your travel, registration, and lodging arrangements have been made.
<input type="checkbox"/>	Cash Advance/Disbursement Request Consider requesting an advance of funds before your conference in lieu of going out-of-pocket. Some expenses, like registration and lodging, can be paid in advance, directly to the vendor, via a Disbursement Request form on InformedK12.
<input type="checkbox"/>	Attend the Conference Keep all receipts together and in a secure location. You will need these for reimbursement. Be sure to get your final hotel bill before leaving!
<input type="checkbox"/>	Prepare your Expense Claim Record all expenses incurred on the conference via the Conference Expense Claim form on InformedK12. All receipts must be uploaded to the form as a PDF. Claiming a meal per diem for a meal will require the GSA webpage printout for the applicable city.
<input type="checkbox"/>	Submit your Expense Claim Once your Expense Claim is complete and all backup/receipts are uploaded, submit the packet to your Admin/Exec Assistant for review. Claims must be approved up to the VP level.