



# Conference Expense Pre-Payment Request

## Skaneateles Central Schools

**Name:** \_\_\_\_\_

After receiving prior approval on *Frontline*, send this form to Colleen Jones **with supporting documents**.

### Registration:

<b>Do you need the district to register you?</b>		
<input type="checkbox"/>	<input type="checkbox"/>	(If no, skip to next section.)
Yes	No	
<b>URL for registration:</b>		
<b>Discount Code (if applicable) or any other information needed:</b>		
<b><u>You must complete and attach:</u></b>		
<ol style="list-style-type: none"> <li>1. Printout of the filled in conference registration form.</li> <li>2. Completed requisition for the registration cost, including the name and address of the vendor/organization where the payment should be sent.</li> </ol>		

### Lodging:

<b>Do you need the district to make your hotel reservations?</b>		
<input type="checkbox"/>	<input type="checkbox"/>	To avoid being charged hotel taxes (which cannot be reimbursed), it is highly recommended that you select <i>yes</i> . If you select <i>no</i> , call Colleen Jones.
Yes	No	
<b>URL for reservations:</b>		
<b>Check-In Date:</b>	<b>Check-Out Date:</b>	
<b>Discount Code (if applicable) or any other information needed (ex., preference of 1 or 2 beds):</b>		
<b><u>You must complete and attach:</u></b>		
<ol style="list-style-type: none"> <li>1. Completed requisition for the hotel cost, including the name, address, and phone number of the hotel.</li> </ol>		

### Airfare:

You must make your own airline reservations and submit a claim form (signed by your supervisor) with copy of the receipt to the Business Office for reimbursement. *Please note, if you submit for reimbursement before flight is taken, you will be responsible to reimburse the district if you do not attend or cancel flight for any reason.*