

# CONFERENCE REQUEST PROCEDURE

30 days prior to the Conference, submit a Conference Request Form to HRO signed by your Principal/Supervisor. Include all expenses; registration, hotel accommodations, mileage, tolls, and meals, if appropriate, on the Conference Request Form with appropriate Account Code. Attach a MapQuest to the destination if requesting reimbursement for mileage. Conference Requests will be reviewed by the Finance Committee. **Submission of a Conference Request Form does not guarantee approval.** The Requisitions for Purchase Orders listed below must be input into Finance Manager (FM) BEFORE the Conference date. Do not wait for an approved request form to initiate requisitions below.

## **Conference Registration**

Input requisition into FM for the conference registration fee. List name of conference, location, dates, name of person(s) attending, and cost per person. Send registration form(s) referencing the requisition number to the Purchasing Dept. The Purchasing Dept. will fax the form with the Purchase Order to conference vendor.

## **Hotel Registration**

Check that hotel will accept Purchase Orders, if not, you will have to reserve your room(s) and be reimbursed. If the hotel will accept a Purchase Order, input a requisition into FM and include name of conference, location, dates, name of person(s) attending, cost per person, and hotel Confirmation Number for each room.

## **Personal Reimbursement**

Input a Blanket Requisition into FM for each person being reimbursed for any **approved** expenses. Expenses not listed on an approved Conference Request Form will NOT be reimbursed.

Immediately after attending the conference, sign and send the Receiving Copy of the Purchase Order(s) for conference registration and /or hotel registration to the Purchasing Department. For personal reimbursement, attach a copy of the approved Conference Request Form, a completed Travel Voucher Expense Form with all receipts for reimbursement stapled to the Receiving Copy of the Blanket Purchase Order, sign it, and send it to the Purchasing Department.