

## Cumberland County Schools

### "I WANT TO GO TO A CONFERENCE" Checklist

- D 1. Research/receive information about the conference.
- D 2. Ensure that the conference meets one or more aspects of the District or School Improvement Plan.
- D 3. Ask and receive permission from your principal to be away from school during the conference dates. Make arrangements for a substitute teacher to cover your classes (if applicable). Provide detailed lesson plans for your substitute. Complete appropriate professional leave forms at your assigned school.
- D 4. Once permission is granted, submit the completed staff development form with a copy of conference information to your principal for approval. Then, the staff development form and information are to be submitted to the department at Central Services that will be reimbursing the charges. Approval must be obtained from the funding department at least 10 days prior to the conference.
- D 5. After receiving written approval, a school purchase order needs to be issued and the school should register the participant(s) attending the conference. Keep a copy of the conference registration form for your records. Check to see if the company you are registering with offers group discounts. Inform the company that you are with the Cumberland County School System. Note to bookkeepers: Please send your reimbursement request with a copy of the purchase order and all supporting documents to the appropriate department for reimbursement.
- D 6. Participants should make their own hotel reservations. You should room with at least one other participant from Cumberland County when possible. Keep a copy of your reservations and confirmation number for your records.
- D 7. Insist on a receipt for all conference related expenditures (hotel, parking, meals). Ensure a zero balance on your lodging receipt before you check out.  
**No receipts? No reimbursement!**
- D 8. Attend all conference sessions for which you are registered. If an attendee willfully does not attend sessions, the attendee forfeits ALL reimbursements.
- D 9. Upon returning from the conference, submit a completed travel expense report (attaching ALL receipts) to the department that is reimbursing the expenses within three school days. The standard mileage scale or MapQuest documentation will be used for calculating all mileage reimbursements. Keep a copy of the documents you submit for your records. \*\*\*Please print legibly on the travel expense report. Remember to sign your travel report and print your address on the lines below your signature.
- D 10. Present what you have learned from attending the conference to at least one group (Departmental Meeting, Faculty Meeting, PTO Meeting, County-Wide In-service, etc.), and use what you have learned in your classroom on a regular basis