



Tracking Number: \_\_\_\_\_

Genesee Education Consultant Services

CONFERENCE/STAFF DEVELOPMENT/MEETING REQUEST

Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Email \_\_\_\_\_ District/Dept./Program \_\_\_\_\_  
(Required for Confirmation)

Name of Activity \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_  
(City) (State) (Time needing to be at conference)

Educational Plan: Please complete the Educational Plan area on this form. If available, please attach a copy of the program announcement for the activity. If in need of travel/hotel accommodations please complete the additional request form.

Estimated Expenses:	Amount	GECS USE
Registration Fee	\$ _____	INV# _____
Hotel Accommodations	\$ _____	INV# _____
Travel Accommodations	\$ _____	INV# _____
Meals (overnight only)	\$ _____	
Car-Miles _____	\$ _____	
Car Pooling <input type="checkbox"/> Y <input type="checkbox"/> N		
Other _____	\$ _____	
	\$ _____	
<b>Total Estimate*</b>	_____	

Approval/Disapproval Action:	
_____ Immediate Supervisor	Approved _____
_____ Date	Disapproved _____
_____ Department Head	Approved _____
_____ Date	Disapproved _____
_____ Superintendent	Approved _____
_____ Date	Disapproved _____

\*Expenditures not pre-approved and costs exceeding the approved request may not be reimbursed. All requests for reimbursement, along with receipts, are due to the Department Head within 14 days of conference attendance.

Please check all that apply:

- Grant Requirement
- Grant Funded
- Conference Presenter
- Professional Development
- Certification Requirement
- Professional Association Responsibility
- Award Recipient
- Other (please explain) \_\_\_\_\_

Meal Allowance Maximum: Visit <https://www.gsa.gov/travel/plan-book/per-diem-rates> for allowances

Breakfast: \$ \_\_\_\_\_ Account/P.O. Number \_\_\_\_\_

Lunch: \$ \_\_\_\_\_ Department Contact \_\_\_\_\_

Dinner: \$ \_\_\_\_\_ Dept. Contact Email Address(es) \_\_\_\_\_  
(Email notification will be sent to Dept. Contact and employee)

Approved weekend conference expenses will be paid.  
Wages are generally not paid on weekend conference attendance.

Educational Plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan for dissemination or utilization of information to appropriate staff members/constituents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_