



Genesee Education Consultant Services

EMPLOYEE CONFERENCE REQUEST CHECKLIST

All of the following must be completed prior to submission

CONFERENCE COVER SHEET & SUPPORTING DOCUMENTATION

- All required fields have been filled out on the Conference/Staff Development/Meeting Request form
- All detailed documentation for the following has been attached:
 - Meal allowances (if staying overnight)
 - Event & Registration information
 - Hotel lodging (if required)
 - Travel (flight) accommodations (if required)
 - Mileage
- Estimated expenses have been calculated
- Employee portal has been created; login information provided

TRAVEL ACCOMODATION FORM & SUPPORTING DOCUMENTATION

- Employee information filled out
- Hotel Accommodations- 2 lodging options have been provided
- Detailed documentation provided- includes room information and pricing
- Travel Accommodations- All required fields have been filled out
- Detailed documentation provided- includes flight/train information, times, and pricing
- Current copy of car insurance
- Copy of drivers licenses and/or passport provided

Once all fields have been completed you can submit your request to your supervisor for processing



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EMPLOYEE CONFERENCE REIMBURSEMENT REQUEST CHECKLIST

All of the following must be completed prior to submission

REIMBURSEMENT REQUEST FORM & SUPPORTING DOCUMENTATION

- All employee information has been filled in
- Meal expenses listed under proper date and meal allowance slot
- Itemized receipts provided- must be clear copies/photos
- Hotel folio provided (if lodging is required)
- Mileage documentation provided- includes map/miles and proof of car insurance

Once all fields have been completed you can submit your request to your supervisor for processing