



Genesee Education Consultant Services

SECRETARY CONFERENCE REQUEST CHECKLIST

All of the following must be completed prior to submission

CONFERENCE COVER SHEET/TRAVEL ACCOMODATIONS & SUPPORTING DOCUMENTATION

Verify that the following has been completed by the employee:

- All required fields have been filled in on Conference/Staff Development/Meeting Request form
- Estimated expenses have been calculated
 - Meal allowances are in accordance to the GSA website and backup documentation has been provided
- Detailed back up documentation- includes event information, registration pricing, lodging information (if provided)
- Employee account has been created and login information shared (if required)
- All required fields have been filled in on the Travel Accommodation Sheet (if applicable)
- Hotel- 2 lodging options have been provided (if applicable)
- Detailed back up documentation- includes room information and pricing (if applicable)
- Travel- All required fields have been filled out (if applicable)
- Detailed back up documentation- includes flight information, times, and pricing (if applicable)
- Copy of Driver licenses and/or passport provided (if applicable)

Once check list is complete the conference request can be sent to GECS AP for processing



SECRETARY CONFERENCE REIMBURSEMENT CHECKLIST

All of the following must be completed prior to submission

REIMBURSEMENT REQUEST FORM

Verify that the following has been completed by the employee:

- All required fields have been filled in on the Conference Reimbursement Request Sheet
- Itemized receipts provided- must be clear copies/photos
- Hotel folio provided (if lodging was required)
- Listed meal expenses fall within the meal allowances
- Mileage documentation provided- includes map/miles and proof of car insurance

Once check list is complete the reimbursement request can be sent to GECS AP for processing