

Tattnall School System

Procedures for attending Conferences / Meetings

This protocol is *ONLY* necessary for employees requesting reimbursement (Lodging, Mileage, Meals, etc). The Tattnall County School District *CANNOT* prepay lodging expenditures.

- **Employees** complete the “*Request to Attend Conference/ Meeting*” form. Please indicate if the system needs to submit registration information. The **principal** verifies and signs the request. (**Conference agendas must be attached to the form.**) Completed forms are submitted to Kimberly.
- Carla / Jeannie verify funding source and consult principal if necessary.
- Carla / Jeannie return completed forms to Kimberly. Forms are filed by school. Kimberly emails approval to the principal and teacher and attaches a copy of the “*Hotel / Motel Tax Exempt Form.*”
- Carla / Jeannie register employee for the conference if required.
- **Employee** secures accommodations if **required.**
- School secures substitutes if **required.**
- After attending the meeting/conference the **employee** completes the travel expense form. Attach conference agenda if different from original.
- **Principal** signs travel expenses and forwards to Kimberly. Kimberly matches the travel expenditures with the conference request. *The system cannot reimburse employees for Hotel / Motel Taxes.*
- Carla / Jeannie verify and sign travel expenses and send completed packets to Debbie Baker for payment.
- Debbie Baker emails principal of the total expense charged to the program.

ALL TRAVEL MUST COMPLY WITH THE STATE OF GEORGIA TRAVEL REGULATIONS.