

Baldwin Community Schools Conference Procedure

Requester prints the following forms (if applicable) from the District website:

- Conference Request Form
- Leave of Absence Form
- Requisition Form(s)
 - A separate requisition should be completed for each check needed. For example, if checks are needed for a registration fee and a hotel then two requisitions should be completed. Each requisition should include account number(s) to be charged, vendor mailing address, telephone number and fax number. Requisitions for hotels must include confirmation number(s), date(s) of stay, number of rooms needed, and the name(s) the rooms are held under. Hotel reservations are made by the requester and should be reserved with a personal credit card, when possible. After the conference is approved the District will mail checks to their destinations along with tax exempt forms so that employee credit cards will not be charged. If a requester prefers to hand-carry a check, rather than having it mailed, it should be indicated on the requisition form.

Note> Conference registration forms should also be completed and included with the above District forms.

The proceeding forms must be completed and submitted to the building administrator. Documents must be submitted to the building principal no later than three weeks prior to the departure date. Once approved, the administrator forwards the documents to the Central Business Office for final approval. Documents must be submitted to the Central Business Office no later than two weeks prior to departure in order to allow time to mail checks.

After a determination is made the Central Business Office will fax a copy of the approved/denied Field Trip Request Form back to the building administrator. The building administrator then informs the requester of the approval/denial.