



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

## **MEMORANDUM**

To: Administrators and Secretaries

From: Paula Rigney, Chief Business Official

Date: January 5, 2023

Re: Request to Attend a Conference procedure

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When a staff employee is approved to attend a conference, that employee is to complete a Request to Attend Conference form and submit it for coding and written approval. This form is to be completed anytime a staff member attends an event off school property during and not during the school hours.

Please complete the top portion of the form with all the information about the conference or workshop. Budget coding is left to the site secretaries to complete.

Please work with the staff member to complete anticipated expenses. Please note allowances of lodging, meals, transportation, etc. If a purchase order is required for registration cost, please have it completed when submitting this form. If a staff member pays for registration on their own, please be sure they submit an expense claim with all applicable receipts.

After the form is complete, please have the staff members Administrator sign the form and then route to the Business Office for budget approval.

Please provide staff member the Expense Claim memo so they are aware of what is required for expense reimbursement.