

CONFERENCE ENVELOPE HELPFUL TIPS

1. Conference envelopes need to be filled out by all people who attend any type of conference or training that involves an overnight stay, even if you choose not to spend the night. You do not have to complete the form for one day training sessions. The form must be filled out and approved PRIOR to your conference or training. Please avoid using acronyms. Spell out things such as organization names.
2. REMEMBER, you will be reimbursed for the approved estimates or the actual – whichever is lower. (For example, if you think you will be traveling 40 miles to and from your training, and it ends up being 60 miles – you will be paid for the 40 miles only.)
3. Hotels – You will need to provide a detailed bill from the hotel – a credit card receipt is not sufficient. You will need to include the hotel tax and any extra fees from the hotel on your estimate side of the envelope.
4. Air costs – You will need to provide proof of the cost of the tickets – the confirmation from the computer is not sufficient. Sometimes the boarding pass has the price listed on it also. You will need to provide proof that you actually got on the plane.
5. Meals – The daily allowance for meals is \$45.00. The suggested breakdown is: Breakfast \$7, Lunch \$13, Dinner \$25. If the conference includes a meal (sponsored breakfast, keynote speaker luncheon, etc.), the employee can use the above guidelines for any remaining meals for that day. However, WISD understands that some conferences are held in areas where the cost of meals is higher than in the Ann Arbor area and/or the employee cannot easily get to a location with more affordable meals. The employee shall use good judgment in selecting restaurants and meals; the reimbursement is being made with public funds. Should the employee have any questions, they should consult with their supervisor prior to incurring the cost. A copy of the conference agenda needs to be provided with your conference envelope to the Business Office once you return (it should actually be there when you submitted the form to your supervisor for your approval to attend).
6. Meals – You must turn in a detailed receipt from the restaurant. Again, the credit card receipt is not sufficient. If you used room service, you will still need to provide details as to what you received. Room service fees will not be reimbursed.
7. Parking – Keep your parking receipts. Ask for a receipt if the parking stub you were given doesn't have the cost included on it.

8. Purchase Orders – The purchase orders that cover the costs of your conference need to have listed on it: who will be attending, where it will be held, the dates of the conference and the name of the conference. Please include in the envelope a copy of all the purchase orders associated with the conference expenditures.