

DeWitt-Lavaca Special Education Cooperative
WORKSHOP / CONFERENCE REQUEST FORM

Requestor: _____ Date submitted: _____

Substitute needed: Yes No

Total number of Co-op personnel attending (if known) _____

Names of other people attending (if known) _____

Each person must submit individual request to attend

Department: Assessment Related Svcs Speech Teacher
Support Staff Secretary Other _____

CONFERENCE/WORKSHOP INFORMATION:

Location: Region 3 Victoria Other City Out of District _____

Date: _____ Times: _____

Presenter(s): _____

Description: _____

ESTIMATED EXPENSE PER PERSON:

Registration: _____ Total: _____

Meal(s): _____ for _____ day(s) Total: _____

Lodging: _____ per room for _____ nights Total: _____

Misc. charges: _____ Total: _____

Mileage: _____ miles @ .55 Total: _____

Estimated total for this request: _____

Budget code to charge: _____

Employee Signature

Supervisor Signature

Approved Denied

Exceptions _____

Instructions

1. This form must be fully completed (exception, the Budget Manager will fill in the Budget code.)
2. Mileage will be paid for ONE personal vehicle unless prior approval is obtained from the Executive Director.
3. Each employee attending a workshop or conference must complete a request form.
4. Registration will be paid ONLY if the applicant will attend the complete conference or workshop.
5. Employees are responsible for making their own hotel reservations and **holding** them with a credit card. A check will be sent along with the employee to pay for the hotel.
6. DLSEC is exempt from STATE hotel tax only. When making your reservation, ask for the total without STATE tax.
7. Also let the hotel that you will be paying with a check upon arrival. If they have any special procedures for accepting checks, let the Budget Manager or Assistant Budget Manager know.
8. If there is not a Hotel Tax Exemption for included with your hotel check, ask for one from the Budget Manager or Assistant Budget Manager. The check will not include STATE tax and we will not reimburse for STATE tax.
9. If the workshop or conference is NOT at Region 3, please include a copy of a brochure or other documentation of the purpose, cost and payment instructions for the workshop.
10. A Pre-Acquisition form must be completed in order process payment for registration fees and hotels. It is preferred for all the forms to be submitted together so they are approved all at once.

Routing

Employee → Supervisor → Director → Budget Manager → Notify employee