

<p>Already Registered</p> <p>Please Register Me</p>
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**Ionian County Intermediate School District**  
**CONFERENCE REQUEST FORM** (1/23)

After you complete the conference request, and your Supervisor has approved please:

1. a) Register for the conference. In most cases staff members will be able to register themselves and select 'Bill ISD', 'Invoice', or 'Pay Later'. Once you register, send email confirmation or invoice to the business office for payment to be processed. Please make sure to include this approved conference request form.  
or  
b) If you are not able to register yourself, please send completed registration form, detailed information regarding the conference and this approved conference request form to the business office.
2. If you require lodging, please read the following:
  - a) It is the responsibility of the employee attending the conference to reserve their hotel room.
  - b) Once you receive your hotel confirmation, please send it to the business office for payment processing.
  - c) The business office will handle any sales tax charges, and send payment directly, prior to your arrival.
  - d) You will receive an email confirming your hotel charges have been taken care of.
3. Make sure to have your Supervisor approve at bottom of this form for all conferences.

Please Print

<b>Employee:</b>		<b>Today's Date:</b>	
<b>Conference Name:</b>			
<b>Location:</b>		<b>Date(s) of Conference:</b>	
<b>Add'l Info (such as BCBA# or other license number if requested on registration):</b>			
<b>Conference Registration Fee:</b>			

PROVIDE LODGING INFORMATION HERE

<b>Hotel Name and Address:</b>	<b>Cost p/Night</b>
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\*\*Lodging: As per Article 19/Master Agreement/Double Occupancy

\*Reminders:

- \*Please attach Conference Brochure
- \*Include a registration form if there are details that you need to provide
- \*Include Hotel Reservation Confirmation if your conference is overnight
- \*All expenses, including mileage, food, parking, etc., incurred by the employee can be put on the Mileage & Reimbursement Form and turned in within 30 days after conference.
- \*You will not receive this form back.

<b>Supervisor Approval:</b>	<b>Date:</b>
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G/L Acct #: \_\_\_\_\_