



Conference Request Form

Submit request 2 weeks prior to registration deadline

Name: _____ Date Submitted: _____

Department: _____ Position: _____

Conference information: (attach copy of conference information and completed registration form, if available)

Registration Deadline: _____

Title _____

Date(s) _____ Time(s) _____

Location _____

Costs: \$ _____ Registration fee (Accounting Clerk will register)

\$ _____ CEU's*

\$ _____ Total

*If an additional cost for CEU's, then employee will need to reimburse Newmeadow.

Request for mileage reimbursement should be submitted to the Associate Executive Director within 1 (one) week of conference.

To receive training credit, a certificate of completion will need to be submitted to HR within one week of conference. If you do not receive a certificate, please submit documentation confirming you attended, such as an agenda or handouts.

Conference Request Response

Request: ☐ Approved ☐ Denied

Registered date _____
☐ Reimbursement requested

Date payment made _____
☐ Credit Card ☐ Check

Director Signature _____

Date _____

Procedure: Once approved by the appropriate director, information will be forwarded to Associate Executive Director for registration and payment, if applicable. Once registration is complete, HR will add to the outlook calendar, conference allocation sheet, and copy this form to: (1) Program Director, (2) Participant, (3) Accounting Clerk for documentation and payment by credit card or check (if applicable), and (4) HR Department - Training File and attendance binder.