

Tattnall School System

Procedures for attending Conferences / Meetings

Travel forms are found on the TC website under the departments tab. Go to Human Resources and travel forms.

This protocol is *ONLY* necessary for employees requesting reimbursement (Lodging, Mileage, Meals, etc). The Tattnall County School District *CANNOT* prepay lodging expenditures.

- **Employee** completes the “*Request to Attend Conference/ Meeting Form.*” Please indicate if the system needs to submit registration information. The **principal** verifies and signs the request. (**Conference agendas must be attached to the form.**) Completed forms are submitted to Debbie Baker.
- Once approved by the principal, **employee** completes an Informa request **ONLY** if the system needs to pay for the registration.
- Carla / Tisha (COF) verify funding source and consult principal if necessary.
- Carla / Tisha (COF) return completed forms to Debbie Baker. Forms are filed by Central Office.
- **Employee** gets the “*Hotel / Motel Tax Exempt Form*” AND “*Sales Tax Exemption Form*” from the TC website. Employee **MUST** present to hotel concierge.
- **Employee** registers for the conference.
- **Employee** secures accommodations if **required**.
- School secures substitutes if **required**.
- After attending the meeting/conference, the **employee** completes the “*Travel Reimbursement Form*” located on the TC website. **MUST** attach conference agenda.
- **Principal** signs travel expenses and forwards to Debbie Baker. Debbie Baker matches the travel expenditures with the conference request. *The system cannot reimburse employees for Hotel / Motel Taxes.*
- Carla / Tisha (COF) verify and sign travel expenses. Completed packets are sent to Debbie Baker for payment.

ALL TRAVEL MUST COMPLY WITH THE STATE OF GEORGIA TRAVEL REGULATIONS.