

**Cohoes City School District**  
**Administration Center**  
**7 Bevan Street**  
**Cohoes, NY 12047**  
**(518) 237-0100 • FAX: 237-2912**  
**Conference Registration Requisition**

Date submitted: \_\_\_\_\_ Employee's name: \_\_\_\_\_  
Building: \_\_\_\_\_ Name of Conference: \_\_\_\_\_  
Location of Conference: \_\_\_\_\_ Date(s) of Conference: \_\_\_\_\_  
Substitute required?  Yes  No  
Dates of Absence (if different from dates of conference): \_\_\_\_\_ BOCES Sub Service Job #: \_\_\_\_\_

Estimated expenses(calculated by employee):

Travel: \_\_\_\_\_ Registration fee: \_\_\_\_\_  
Meals: \_\_\_\_\_ Lodging: \_\_\_\_\_  
Other: \_\_\_\_\_ Total: \_\_\_\_\_

Is this a BOCES Conference? Yes  No   
Are you already registered? Yes  No   
If no, will vendor accept a PO? Yes  No

When is registration due? \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Principal's approval/date: \_\_\_\_\_

Account Code (Supervisor to complete): \_\_\_\_\_ ASES approval/date: \_\_\_\_\_

Superintendent's Approval/Denial (date): \_\_\_\_\_

Instructions:

1. Attach all conference announcement literature (original if District payment required, copy if attender paying).
2. Attendance at a professional conference must receive prior approval from the immediate supervisor and the Superintendent for the Cohoes City School District to be financially responsible for the registration fee.
3. If pre-registration is desired/required this paperwork serves as the requisition to be submitted to initiate a purchase order and it must be received by the Business Office at least 15 working days prior to the registration deadline.
4. Reimbursement for out of pocket expenses associated with this conference registration request must be submitted to the Business Office and accompanied by a copy of this form and all receipts.
5. A conference report form (as sent by the Superintendent's Office) must be submitted back to the Superintendent's Office within 10 days of return from the conference.

file: Employee • Supervisor • Superintendent • Business Office