



**CONFERENCE/CONVENTION/MEETING REQUEST FORM**

Staff Member \_\_\_\_\_ Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_  
*Appropriate backup must be attached to this request for consideration and payment*

**SECTION I CONFERENCE/CONVENTION/MEETING REGISTRATION INFORMATION Account #8760**

Name of Conf./Meeting \_\_\_\_\_ Date(s) Held \_\_\_\_\_ Where Held \_\_\_\_\_ Cost Center(s) \_\_\_\_\_  
Presented by \_\_\_\_\_ Registration Cost \$ \_\_\_\_\_/Day \_\_\_\_\_ Total Cost \_\_\_\_\_

**SECTION II HOTEL RESERVATIONS** Are reservations needed?  Yes  No

Name of Hotel \_\_\_\_\_ Telephone # \_\_\_\_\_ Contact Name if Known \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Total number of nights reservations needed? \_\_\_\_\_ Dates reservation required (number of nights) \_\_\_\_\_

**SECTION III PER DIEM REQUEST (refer to Board Policy 901.13)**

Date Leaving \_\_\_\_\_ Date Returning \_\_\_\_\_ Total Days \_\_\_\_\_ @ \$ \_\_\_\_\_/day = \$ \_\_\_\_\_ see ssa.gov for rate/day

(The amount per day must be reviewed and approved by Program Director and Paladin accounting)  
Per diem requested in advance (per Board Policy) will not require receipts to be returned for per diem amount. Per diem is only for overnight stays.

Other dollars (if applicable) Receipts will be required \$ \_\_\_\_\_ (may be estimate if unknown)

Detail Reason(s) \_\_\_\_\_

**SECTION IV SIGNATURES**

Staff Member \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_ Director's Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V PALADIN ACCOUNTING COMPLETES THIS SECTION**

Registration Confirmed Date \_\_\_\_\_ Conference # \_\_\_\_\_ Hotel Reservation Made Date \_\_\_\_\_ Confirmation # \_\_\_\_\_

Accounting Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_ Contact name (if known) \_\_\_\_\_

**SECTION VI REQUEST FOR MILEAGE REMIBURSMET UPON RETURN**

Please use the Staff Travel Voucher to request mileage (Please attach a copy of this conference/meeting to Travel Voucher)

**SECTION VII CANCELLED CONFERENCE OR RETURN OF "OTHER DOLLARS**

Please notify accounts.payable if a conference/meeting was cancelled. All funds are to be returned to accounting department. Please inform accounts.payable if they are to cancel hotel, registration, etc.