

### Request for Reimbursement for Conferences

1. When submitting a request for reimbursement for costs related to gifted conferences, please include the following:
  - a. Name of educator who attended the conference.
  - b. Description of how information from this conference will be used and shared at the district level to support the instructional and affective needs for gifted students.
  - c. If a substitute is required, the name of the teacher, plus the name of the substitute is required. Attach appropriate district form.
  - d. Include any receipts for costs connected to the conference (i.e. lunches, registration costs, hotel, mileage)
    - i. If attending CAGT, do not include lunches as those are provided by the conference.
    - ii. If hotel provides free breakfast, do not include breakfast costs in the per diem request.