

CONFERENCES

Many employees will attend conferences, both in and out of state, throughout the year. Expenses incurred may include registration fees, conference fees, overnight lodging or other major expenses; these expenses are considered conference travel [[APS Code: DKC-R](#)]. Some are paid for by your location and some are paid from other budgets. Determine the budget before any entries are made in Oracle. Conference/Travel Request/Advance/Reimbursement form must be filled out and approved by the employee's supervisor and P-20 Director prior to attending the conference or incurring any expenses.

The district maintains a sales tax-exempt status. The Aurora Public Schools District 28J sales tax-exempt identification number is 98-02610. Sales tax is paid only in certain instances, i.e.; some charges associated with conferences, such as hotels, airfares, rental cars, restaurant meals and prepared food, and items not directly related to district use. See the [Sales Tax](#) section of this manual.

NOTE: *Generally, the district does not pay/reimburse sales tax. However, the state sales tax auditor has informed the district that conference related expenses are eligible for sales tax. Therefore, all district approved conference travel expenses and sales tax will be reimbursed to the employee.*

NOTE: *To be reimbursed for meals, an employee must submit detailed original itemized receipts with a [Conference/Travel Request/Advance/Reimbursement form](#). Do not use scotch tape on receipts sent to the Division of Finance – see the [Archives](#) section of this manual). If no, or inadequate, receipts are provided, reimbursement is not guaranteed. The employee will be held responsible for travel expenses incurred if no detailed receipts are provided.*

Conference Advance

- **Description**

Advances are optional; if an employee wishes, he/she may simply be reimbursed using the [Conference/Travel Request/Advance/Reimbursement form](#) described below. **Employees may find it more convenient to use a P-Card to pay for their conference – this is the preferred method of payment.** See the [Payments Methods](#) section of this manual.

To receive funds to pay for a conference (and related expenses) in advance, the employee must fill out a [Conference/Travel Request/Advance/Reimbursement form](#). Once approved, use the information from the form to enter an Employee Expense for the requestor in Oracle.

NOTE: *Every conference advance form must be followed by a Conference/Travel Request/Advance/Reimbursement form Part B after the conference is complete (even if no money is due the employee) – see below.*

- **Procedure**

See [Payments to Reimburse Employees](#) section of this manual.

Conference Reimbursement

- **Description**

To be reimbursed for funds already spent for a conference (and related expenses), or if a conference advance has been made, the employee must fill out Part B of the [Conference/Travel Request/Advance/Reimbursement form](#). All original receipts must be attached to the form (**do not use scotch tape** on receipts sent to the Division of Finance – see the [Archives](#) section of this manual). Once approved, use the information from the form to enter an [employee expense](#) for the requestor in Oracle. Use the conference reimbursement form, along with all other original detailed receipts, as documentation for the check. Scan and attach the forms and all original documentation to the Employee Expense screen when entering the request.

* **In the event an employee owes the district money** (determined after completing the [Conference/Travel Request/Advance/Reimbursement form](#)), a check payable to APS must be attached to the completed form. Sites that currently process deposits, should process the check and attach a copy of the deposit report to the conference form. Conference forms are then sent to the Accounts Payable department along with the original itemized receipts and back-up documentation.

- **Procedure**

See [Payments to Reimburse Employees](#) section of this manual.