



OFFICE OF THE SUPERINTENDENT

450 Dale Avenue • Homewood, AL 35209

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Conference Approval Reminders

- Registration information
(name for badge, email, cell phone)
- Mapquest (shortest distance from base school/home to destination)
(Note: No mileage reimbursement for local events)
- Pre-Agenda
- Estimate of meal expenses
(Note: No meal reimbursement for local events)

(Note: See [Travel Approval & Reimbursement Procedures](#))

After Conference Reimbursement Checklist

- ✓ Proof of Conference Participation
(copy of certificate, copy of name badge)
- ✓ Hotel Receipt
- ✓ Final Agenda
- ✓ Other Expenses Receipt
(parking, hotel wi-fi, etc)
- ✓ Final Meal Reimbursement
(Note: If any meal was provided during the conference, do not seek reimbursement for that provided meal.
See [Travel Approval & Reimbursement Procedures](#))