



# IROQUOIS SPECIAL EDUCATION ASSOCIATION

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## Instructions for Conference Requests

1. Please notify your building principal of your intentions to attend a conference. This gives him/her a chance to be aware of any changes in schedule and to obtain substitutes he/she may need to secure.
2. Complete the Conference Request form. Have your building principal sign the form, and submit the form (all copies) and all COMPLETED registration forms to the Central Office for approval. Our office will process all requests.
3. All requests to attend conferences must have prior approval. Once your request is received it will be submitted to the director for approval. After the director has signed your request the yellow copy of the form will be returned to you.

After attending the conference, the yellow copy of the Conference Request should be returned to the Central Office with **all receipts attached**. This becomes your request for reimbursement.

4. Allowable expenses are as follows.
  - a. **Meal Allowance:** Up to \$30 per day – **receipts required for reimbursement**.
  - b. **Transportation:** Current IRS rate per mile for round trip by car. Bus and train receipts will be considered if it is more economical – **receipt required for reimbursement**.
  - c. **Registration Fee:** If you are not a member of a specific organization that is offering a workshop, you may be held responsible for paying the difference between the registration fee for a member and the registration fee for a non-member.
  - d. **Lodging:** Up to \$130 per night. If two people are sharing a room, ½ of the amount should be shown on each conference request. If lodging is located on site of the workshop, all lodging will be covered at the discretion of the director. ISEA does not make your lodging reservation for you. You make the arrangements, and ISEA will reimburse you.
5. All out of state conferences must have **Board approval**.

**We cannot reimburse expenses incurred other than on the specific days approved. If it is necessary for you to arrive the evening prior to the conference, those meals and other expenses will not be covered by the ISEA.**