

**EMPLOYEE
CONFERENCE PRE-APPROVAL FORM**

Elizabeth's New Life Center is committed to the professional development of its employees. Within budgetary parameters, employees are encouraged to attend conferences, trainings, workshops or seminars when these opportunities have a mutual benefit to the employee and to Elizabeth's New Life Center. Employees are required to meet with their Immediate Supervisors to decide on the number of hours that will be submitted on the employee time sheet prior to attendance. In general, paid hours are to include *no more than* the sum of out-of-town travel time (departure to destination) and actual hours spent in seminars, workshops, training sessions, etc. Down time, free time, meals and breaks are not to be considered paid time. Note: personal meals taken during lunch breaks are not normally reimbursable during local one-day training events, unless the cost is included in the registration fee.

Employee Name		Today's Date	
Department		Budget Category	
Conference Name			
Location			
Date & Time			
Topic			
Who is initiating conference attendance?	<input type="checkbox"/> ENLC <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee <input type="checkbox"/> Grant		

ANTICIPATED EXPENSES (No purchases can be made before the Director of HR reviews this form)

Registration Fee, which includes \$ _____ meal(s) <i>Attach completed registration form.</i>	
Additional Meals (that are not included in registration) <i>Email or Call Director of HR for meal maximums, based on location.</i>	
Travel – Your estimated cost. Indicate type (check one): <input type="checkbox"/> cost of gas <input type="checkbox"/> mileage reimbursement <input type="checkbox"/> car pool with another <input type="checkbox"/> plane <input type="checkbox"/> none	
Additional travel expenses: <input type="checkbox"/> parking <input type="checkbox"/> shuttle <input type="checkbox"/> taxi <input type="checkbox"/> subway <input type="checkbox"/> rental car and insurance	
<i>Note: HR must obtain a copies of the current driver's license and proof of insurance for any employee who will be driving his/her own vehicle or rental car for any business purpose on behalf of ENLC. Copies are collected each October.</i>	
Hotel – Estimated cost (your percentage, not necessarily the total cost) Cost per night \$ _____ No. of Nights _____ No. Sharing room _____	
Other (please explain)	
Expense(s) you wish to donate (Subtract this amount)	
TOTAL ANTICIPATED EXPENSES:	

ANTICIPATED HOURS

Agreed upon maximum number of hours to be submitted on payroll timesheet:	
<ul style="list-style-type: none"> • Remember to take Blanket Certificate of Exemption Form in order to avoid paying taxes in Ohio. • You must retain all original receipts to be included with your reimbursement request. • Provide a copy of all certificates to the HR Department upon completion of training for personnel file. 	

I understand that by attending this non-obligatory conference/training, I agree not to voluntarily resign for a period of 6 months (for costs totaling \$1-\$199) or 12 months (for costs totaling \$200 or more) after completion of training. If I do voluntarily resign during this period, I agree to reimburse ENLC for the cost of the training to include meals, travel expenses, etc. I further understand that ENLC maintains the rights of an at-will employer and makes no guarantee as to my employment.

Employee's Signature: _____ Date: _____
 Approved* Denied

Supervisor Signature* and Title _____ Date _____

*Supervisor approving this form: This form should be emailed, faxed or given to the Director of HR for review and for inclusion in the employee's personnel file and database. After review, the Director of HR will forward the form to the fiscal department for payment and return a copy to the supervisor and the employee.	HR Review:
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