

**Town of Montville  
Request to Attend Conference/Workshop/Seminar**

Step I:	Step II	Step III	Step IV
<p><b><u>Prior to registration</u> Employee submits "Request to Attend" through Supervisor</b></p>	<p><b>Supervisor Approval of Registration Request</b></p>	<p><b>Final Approval of Registration Request (Mayor and Supervisor)</b></p>	<p><b>Finance Administration of Request to Attend Conference/Workshop/Seminar</b></p>
<p>1. Employee may request attendance at Conference/Workshop/Seminar that is specifically related to their current position or title</p> <p>2. Employee completes "Request to Attend" form</p> <ul style="list-style-type: none"> <li>▶ Employee completes name, date of request and department information</li> <li>▶ Employee completes Cost and Additional Information on form</li> <li>▶ Employee includes supporting documentation for each event</li> </ul> <p>3. Employee submits "Request to Attend" form to Supervisor with ample time for approval from Supervisor and Mayor</p>	<p>1. Supervisor verifies the Request</p> <ul style="list-style-type: none"> <li>▶ Supervisor verifies that there is coverage within the department during the time that the employee has requested to be away from office</li> <li>▶ Supervisor verifies that the Conference/Seminar/Workshop is work related</li> <li>▶ Supervisor reviews all costs and indicates what account will cover those expenses - confers with Finance if necessary</li> </ul> <p>2. Supervisor submits request to Mayor's office for approval</p>	<p>If.... Mayor Approves - Signs form and returns to Supervisor</p> <ul style="list-style-type: none"> <li>▶ Supervisor provides permission to Requesting Employee to register</li> </ul> <p>If.... Mayor does not Approve - Indicates on form "Not Approved" and returns to Supervisor</p> <ul style="list-style-type: none"> <li>▶ Supervisor meets with Employee to discuss alternate plans or options</li> </ul>	<p>1. Supervisor completes voucher - submits to accounting</p> <p>2. Accounting processes request for payment</p> <ul style="list-style-type: none"> <li>▶ Accounting processes request for check and mails in registration and check</li> </ul> <ul style="list-style-type: none"> <li>▶ Accounting returns copy of voucher to Supervisor</li> <li>▶ Supervisor notifies employee of completion of registration</li> </ul> <ul style="list-style-type: none"> <li>▶ Employee provides proof of attendance and materials upon request of Supervisor</li> </ul>