



**LARKSPUR-
CORTE MADERA
SCHOOL DISTRICT**

MEMORANDUM

To: Administrators and Secretaries

From: Megan Atkins, Ed.D., Chief Business Official

Date: November 16, 2023

Re: Request to Attend a Conference/Reimbursement procedures

A request to Attend Conference form and review of AR 3350 is required for any staff employee to complete before approval can be granted.

All out of pocket expenses will be paid at the allowable rates allowed unless prior approval from an Administrator and/or the Superintendent. Any non pre-approved expenses that go over allowable rates will not be covered.

Staff members must complete an Expense Claim Form within 30 days of expenses for reimbursement.