

Instructions for Forms E1, E2, and E3
(Revised 3/10)

Fill out the requested information on each form paying special attention to the following:

Form E1 – filled out prior to attendance at conference

Check requests must be filled out for money which is advanced. This includes conference registration fees and any prepayments for lodging, travel, or miscellaneous. It is important to list the needs for advances under Cash Advance, filling in the date needed and account number to which the amount is charged.

If cash is needed instead of a check and if the amount is less than \$100, fill out a Check Request Form made out to you. If cash is needed over \$100, fill out a Check Request Form made payable to Dubuque Bank & Trust. Be sure to place the correct account number on the check request and have it approved by the Vice President for Academic Affairs.

Form E2 – filled out following attendance at conference

It is important to attach receipts for expenditures over \$5 (i.e., airline tickets, meal receipts, materials purchased, etc.). Please use information on Form E1 to complete the expense report at the bottom of the form (i.e., account numbers, amount advanced, etc.). All requests should be turned in within three weeks after the event. No requests will be honored after June 30th of the current fiscal year.

Form E3

One of the following options can be used in your follow-up report of your conference. Please indicate the method(s) of reporting:

Article in the LOG

Presentation before Education Council

Form E3

Other

If article in *The Log* – date article was published: _____

If presentation at Education Council – Time Needed: _____

Date of Presentation: _____

If other (report at program meeting, etc.) – Date of program meeting: _____

Note: All requests must be signed by the Vice President for Academic Affairs or they will not be honored.

