

Instructions for Completing Form CTS-43-Admin
Application for Conference Reimbursement- Administrators

- Attached is the CTS-43-ADMIN Conference Reimbursement Application for requesting conference approval and reimbursement for conference registration costs.
- Any full or part-time administrator is qualified to request conference registration reimbursement approval.
- The CTS-43 ADMIN **must be completed**, signed by the building Principal (applicable to Assistant Principals only), and sent to the CTS43AFSA@cttech.org mailbox in Central Office with conference brochure, announcement or other supporting documentation at least 60 days prior to conference/ program start date. If this is an out-of-state conference an approved TA must accompany paperwork. Please be sure to process the out-of-state TA prior to application process as TA's must be approved and have a TA# prior to submission. An out-of-state TA being paid for totally with union funds is considered a "No Cost TA".
- After review for completeness by the PD Supervisor, applications will be signed by AFSA President **and** Vice President, the Superintendent or the Assistant Superintendent. Applications will be logged with e-mail verification of receipt sent to applicant. The original application will be sent to Lillian Rivera-Hicks in the Division of Fiscal & Internal Operations (DFIO) in Hartford.
- CTS-43 ADMIN application will be processed by DFIO within the fiscal year (beginning July 1) on a rolling application basis.
- On return from the conference, the applicant must submit directly to DFIO receipts showing cost paid, proof of attendance/certificate of completion. Submit to: Div. of Fiscal and Internal Operations, SAttn: Lillian-Rivera Hicks at Lillian. Rivera-Hicks@ct.gov
- Upon receipt of the after-conference documentation, the DFIO will direct the completed forms, attachments and reimbursement calculations to the Comptroller for payment within 6-8 weeks.

*** REMINDER ***

- ❖ **Complete CTS-43 ADMIN and email to CTS43AFSA@cttech.org at Central Office in Hartford at least 60 days prior to conference/program start date. For out-of-state conference registrations, a TA must be processed and completed prior to processing paperwork.**
- ❖ **After conference attendance, send registration costs receipt and proof of attendance (certification of completion) to DFIO, Attn: Lillian Rivera-Hicks at Lillian.Rivera-Hicks@ct.gov**
- ❖ **Conference reimbursements are processed for registration costs (receipts required -not to exceed \$1,000/year)**