**WinCapWEB**
PROFESSIONAL DEVELOPMENT

Home | myWinCap | Requisitions | Professional Development | Employee Self-Service | Payroll Vouchers | Timesheets | BOCES

>> WinCapWeb > Professional Development > Activity Request Forms > ONC BOCES Conference Request

ONC BOCES Conference Request

[\[view/hide description\]](#)

Otsego Northern Catskills BOCES

Conference Request Process:

The Board of Education believes staff training and development help ensure the success of educational programs and improve the efficiency of the BOCES. In order to attend a conference, workshop, seminar or other professional development opportunity outside of the ONC BOCES region, prior approval by the District Superintendent or Deputy Superintendent is required.

The first step is to complete this request form and submit it.

- Enter the conference name and the provider of the conference under Activity Detail along with the location of the conference.
- Enter the dates of the conference under Dates, Times and Subs. Only enter the first date of the conference and then add another date for the last day. Click in the date box to use the pop up calendar. Enter the start time and end time for each day. Disregard the fields for Sub. If tracking PD hours, enter total conference session hours.
- Enter estimated costs and calculate. Budget code is not required. You may use the name of your Program instead.
- Attach the conference details (pamphlet, information from conference webpage, agenda, registration information, etc.) under Pre-Activity at the bottom of the form.
- Click Submit.

All requests are approved electronically by the Program Leader and or Program Director and then the Deputy Superintendent or District Superintendent.

*** Once the conference request is approved, a Conference PO Template will be created by the Business Office for the conference attendee to enter anticipated expenses and to also use for any expense reimbursements. The conference attendee will be the requisitioner on the PND and will need to update it accordingly. Instructions are in the PO NOTES.*

Note: Form has been simplified.

Requisitions are no longer linked to conference request entry.

Activity Detail

Activity Name *

Provider * (other)

Location Details *

Activity Name, Provider and Location Details are required. See example below.

Activity Detail

Activity Name *

Provider * (other)




Location Details *


Note: The URL box is no longer included. Conference details should be saved as PDF and attached under Pre-Activity Attached Files.

Click in box, past dates entered will appear. Click on one or enter new one. Drop down calendar will appear.



Dates, Times and Subs

[+ Add Date](#)   

Date	Time Begin ▲	Time End	Sub	Action
<input type="text"/>	* 12 am ▼ :00 ▼	12 am ▼ :00 ▼	<input type="checkbox"/>	




1-1 of 1 First | Previous | Next | Last


1-1 of 1 First | Previous | Next | Last

Professional Development Clock Hours
(Exclude lunch and other breaks when entering the total PD Clock Hours.)



Dates, Times and Subs

[+ Add Date](#)   

Date	Time Begin ▲	Time End	Sub	Action
1/11/2022	12 am ▼ :00 ▼	12 am ▼ :00 ▼	<input type="checkbox"/>	

1-1 of 1 First | Previous | Next | Last

1-1 of 1 First | Previous | Next | Last

Hours

Today: December 14, 2021

Note: Purchase orders are required for the registration, hotel, meals, mileage and any other needed transportation once the conference request is approved.

Click on date for first day.

Note: Enter first day and last day of conference. Enter estimated start and end time. If tracking PD hours, enter total estimated PD hours.

time and end time for each day. Disregard the fields for Sub. If tracking PD hours, enter total conference session hours.

- Enter estimated and calculate. Budget code is not required. You may use the r your Program instead.
- Attach the co details (pamphlet, information from conference registration information, etc.) under Pre-Activity at the bottom of the
- Click Submit.

All requests are ap electronically by the Program Leader and or the Deputy Superintendent or District

** Once the confer quest is approved, a Conference PO Template will be created by the Bus ices for the conference attendee to enter anticipated expenses and to al or any expense reimbursements. The conference attendee will be th tioner on the PND and will need to update it accordingly. Instr re in the PO NOTES.

12 am
11 am
10 am
9 am
8 am
7 am
6 am
5 am
4 am
3 pm
2 pm
1 pm
12 pm

Activity Detail

Activity Name * The C women's Initiative

Provider * (other OSS

Location Details * The O Hotel & Resort
Cooper Y

Dates, Times and

+ Add Date

1-1 of 1 First | Previous | Next | Last

Date	Time	Time End	Sub	Action
1/11/2022	8 am	12 am	:00	<input type="checkbox"/> <input checked="" type="checkbox"/>

1-1 of 1 First | Previous | Next | Last

[update times]

Professional Development Clock Hours

(Exclude lunch and other breaks when entering the total PD Clock Hours.)

Click on start time for first day.

time and end time for each day. Disregard the fields for Sub. If tracking PD hours, enter total conference session hours.

- Enter estimated costs and calculate. But you may use the name of your Program instead.
- Attach the conference details (pamphlet, webpage, agenda, registration information) under Pre-Activity at the bottom of the form.
- Click Submit.

All requests are approved electronically by the Program Director and then the Deputy Superintendent.

** Once the conference request is approved, created by the Business Office for the conference expenses and to also use for any expense reimbursement. The conference attendee will be the requisitioner on the PND accordingly. Instructions are in the PO NOTE

Activity Detail

Activity Name * The Council's Women's Initiative

Provider * (other) NYCROSS

Location Details * The Otesaga Hotel & Resort Cooperstown, NY

Dates, Times and Subs

Date **Time Begin** **Time End** **Sub** **Action**

1/11/2022	8 am	12 am		
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[update times]
Professional Development Clock Hours (Exclude lunch and other breaks when entering the total PD Clock hours.)

Click on end time for first day. Example is below.

Click on Add Date for the last day of the conference. Follow the above instructions for entering date and times. Ignore the Sub boxes.

Dates, Times and Subs

+ Add Date

1-2 of 2 First Previous Next Last




Date	Time Begin	Time End	Sub	Action
	12 am	12 am		
1/11/2022	8 am	4 pm		

1-2 of 2 First Previous Next Last



Professional Development Clock Hours (Exclude lunch and other breaks when entering the total PD Clock hours.)

Example of completed dates and times.

Dates, Times and Subs

[+ Add Date](#)   

1-2 of 2 First | Previous | Next | Last

Date	Time Begin ▲	Time End	Sub	Action
1/12/2022	8 am ▼ :00 ▼	4 pm ▼ :00 ▼	<input type="checkbox"/>	
1/11/2022	8 am ▼ :00 ▼	4 pm ▼ :00 ▼	<input type="checkbox"/>	




1-2 of 2 First | Previous | Next | Last

[\[update times\]](#)



Professional Development Clock Hours

(Exclude lunch and other breaks when entering the total PD Clock Hours.)

Dates, Times and Subs

[+ Add Date](#)   

1-2 of 2 First | Previous | Next | Last

Date	Time Begin ▲	Time End	Sub	Action
1/12/2022	8 am ▼ :00 ▼	4 pm ▼ :00 ▼	<input type="checkbox"/>	
1/11/2022	8 am ▼ :00 ▼	4 pm ▼ :00 ▼	<input type="checkbox"/>	

1-2 of 2 First | Previous | Next | Last

[\[update times\]](#)

Professional Development Clock Hours

(Exclude lunch and other breaks when entering the total PD Clock Hours.)

PD hours are not required. This is an optional field for those who need to track PD hours.

Costs

Please enter the estimated costs for the conference below.

Note: Purchase orders are required for the registration, hotel, meals, mileage and any other needed transportation once the conference request is approved.

Estimated Costs

Registration Fee	<input type="text" value="150"/>
Hotel Room	<input type="text" value="0.00"/>
Meals	<input type="text" value="0.00"/>
Mileage Reimbursement (Private Auto)	<input type="text" value="0.00"/>
Air/Train/Rental Car	<input type="text" value="0.00"/>
Tolls	<input type="text" value="0.00"/>
Other	<input type="text" value="0.00"/>
Total Costs --	\$150.00

[\(calculate total\)](#)

Budgeting	Fund	Budget Code	Amount
		Business Office OR 001-1310-454	150

Cost Notes

Note: Enter estimated costs. Click on Calculate Total.

Add Program Name or budget code under Budget Code.

Add estimated total under Amount

Note:

Attach conference details including but not limited to conference registration, tentative agenda, if meals are included or at an additional cost, MapQuest, etc.

Pre-Activity

Attached Files

+ Attach File

0-0 of 0 First | Previous | Next | Last

File Name ▲	File Content Type	File Uploaded	File Size	Action
[no records]				

0-0 of 0 First | Previous | Next | Last

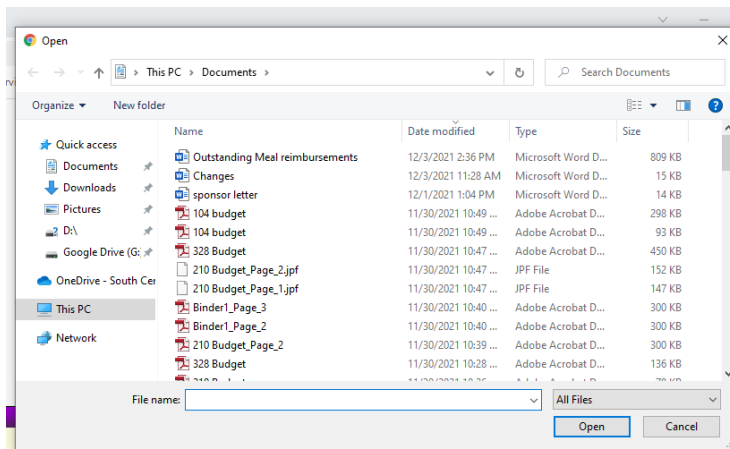
Attached File

File No file chosen

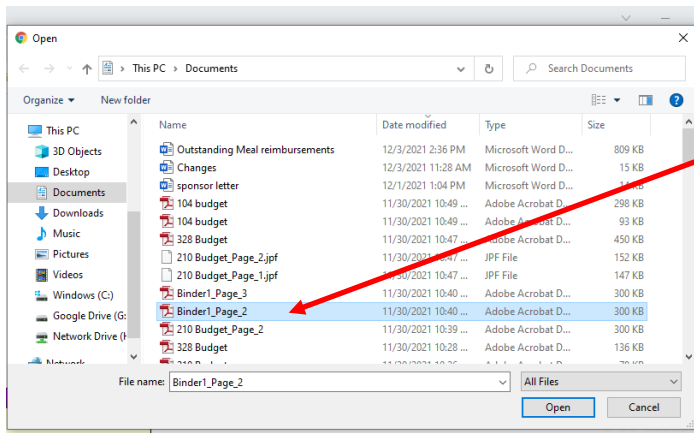
Note: maximum file size is 4 MB (4,194,304 Bytes)

File Name

Description



File Explore will open. Find the file you are need.



Attached File

File **Binder1_Page_2.jpg**
File Uploaded Successfully

Note: maximum file size is 4 MB (4,194,304 Bytes)

File Name

Description

Pre-Activity

Attached Files

File Name ▲	File Content Type	File Uploaded	File Size	Action
Binder1_Page_2.jpg	Image (JPG)	12/14/2021 06:22 AM	299.3 KB	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Submit OR Save for Later.

Note: Only submitted conference requests will move through the approval process.

Once a conference request is approved, the Purchasing Assistant will forward the Conference Expense Requisition template.