## Once PDC gold sheet is returned

### 1. Hotel SIS fin process

- a. Only 1 person needs to do this if a group is going. This will create one PO for office processing.
- b. In the catalog area put the name of a set of roommates
- c. In the part # put the code (if applicable) for room discount
- d. In description put name of conference and CI with date (means check in on that date) and then CO with date (means check ot that date)
- e. In quantity put the number of nights
- f. Choose "each" from drop down box
- g. Put price of the room
- h. You will add a line for each room you need

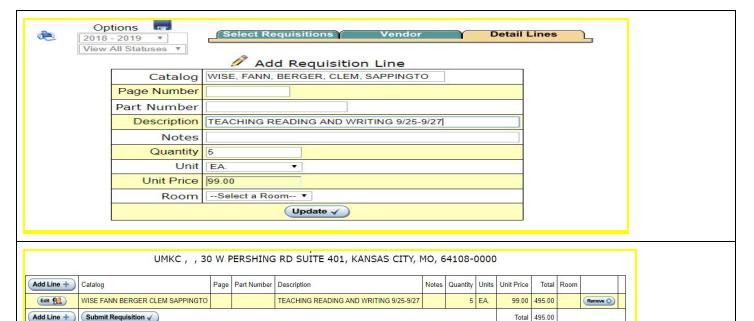




#### 2. Conference Process

- a. Only one person needs to do this if a group is attending this will create only one PO for office processing
- b. In the catalog session list those attending
- c. In the description put the name of the conference with the date(s)
- d. In quantity put the number of people attending
- e. In unit price put the price per person
- f. If more people are attending and you run of room for their last name, add another line to the requisition

# Once PDC gold sheet is returned



- 3. Requesting a substitute
  - 1. Sign into AESOP to request your substitute
  - 2. Please mark this as Professional Development, this is not school business
- 4. Reserving a district vehicle
  - a. Only one person needs to make the request from the group attending the professional development
  - b. Fill out the form and submit to Taylor Thomas at the High School
  - c. She will confirm if there is a car available and send you the directions to obtaining the car



#### **Reimbursement Process**

- 1. When returning from a PD session the attendee will need do the following
  - a. Make sure all receipts have been saved and are itemized
    - i. The district does not reimburse for alcohol, snacks throughout the day or meals that are provided at the conference
    - ii. Put your name on the receipt and what conference/meeting you were attending
  - b. Fill out the appropriate information on the reimbursement form
  - c. Must also include post conference evaluation with your reimbursement