

Once PDC gold sheet is returned

1. Hotel SIS fin process

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

Options: 2018 - 2019, View All Statuses

Select Requisitions | Vendor | Detail Lines

Edit Requisition Line

Catalog	Gillaspie and Wise
Page Number	
Part Number	Code ABC
Description	Hotel for ABC conference CI 9/25 CO 9/27
Notes	
Quantity	2
Unit	EA
Unit Price	99.0000
Room	--Select a Room--

Update ✓

Requisition Lines

TAN TAR A, , RESORT AND GOLF CLUB P O BOX 188TT, OSAGE BEACH, MO, 65065-0000

Add Line +	Catalog	Page	Part Number	Description	Notes	Quantity	Units	Unit Price	Total	Room		
Edit	Gillaspie and Wise		Code ABC	Hotel for ABC conference CI 9/25 CO 9/27		2	EA	99.00	198.00		Remove	
Edit	Fann and Berger		Code ABC	Hotel for ABC conference CI 9/25 CO 9/27		2	EA	99.00	198.00		Remove	
Add Line +	Submit Requisition ✓								Total	396.00		

2. Conference Process

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

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Options
2018 - 2019
View All Statuses

Select Requisitions Vendor Detail Lines

Add Requisition Line

Catalog	WISE, FANN, BERGER, CLEM, SAPPINGTO
Page Number	
Part Number	
Description	TEACHING READING AND WRITING 9/25-9/27
Notes	
Quantity	5
Unit	EA
Unit Price	99.00
Room	--Select a Room--

Update

UMKC , , 30 W PERSHING RD SUITE 401, KANSAS CITY, MO, 64108-0000

Add Line +	Catalog	Page	Part Number	Description	Notes	Quantity	Units	Unit Price	Total	Room	
Edit	WISE FANN BERGER CLEM SAPPINGTO			TEACHING READING AND WRITING 9/25-9/27		5	EA	99.00	495.00		Remove
Add Line +	Submit Requisition								Total	495.00	

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

Marshall School District--District Vehicle

Person Making Request: _____ Date of Request: _____

Destination: _____

Building: _____

Special Instructions: _____

Depart Time: _____ Expected Return Time: _____

Purpose of Trip: _____

Approved by: _____

Date of Approval: _____

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