

Are you going to a Professional Development event?

Please follow these steps:

1. Fill out a PD form with estimated (or quoted) costs including registration, lodging, mileage, parking, tolls and meals. Include how it is to be funded (General Fund is the default). Get it approved. Send that to Kathy Grzynski to get it approved at the next board meeting. Sometimes Dr. Mitchell is involved and she may approve it and give it to Kathy but the form starts with the staff member.
2. Get a PO form from me or your building secretary. This is used for the registration. Enter the vendor, event description, date and location. Enter the cost of registration. Get it approved by your building administrator. Give it to your building secretary. She enters the PO into the RDS system (or I do if she does not have access to that fund). I print it, attach your PD form and get the PO signed by Cindy Adams. The yellow copy comes over to your building. Once you attend the event, let your building secretary know, she will sign the yellow copy and send it to me.
3. You register for the event using the PO number. If there is a time crunch and you cannot wait to get a RDS PO, use your initials and the date or something similar to register. Put that PO number on the PO form so your building secretary can reference it on the RDS PO. We always enter a PO in the RDS system for Professional Development.
4. Save all receipts - I need details like exactly what you ate and drank, not just the totals. The State Board of Accounts will not let us reimburse for some items. This does not mean you can't have a glass of wine with your meal, it just means we will not reimburse you for that glass of wine (and the tax for that wine). If you get room service, I need something that shows what you ordered, not just a total on the hotel bill.
  - 4a. We cannot reimburse for snacks, even if you use that in place of a meal.
5. When you check out you will pay for the lodging bill - save that print out.
6. When you get back, fill out a mileage form and use either odometer readings (trip odometer or total readings are okay) or attach something like Google Map directions that verify the mileage.
7. Fill out an Accounts Payable Voucher (white form) that lists your other costs - lodging, parking, tolls and meals. Attach the detailed, original receipts, get it signed/approved by your administrator and ship it over to me.
8. I attach the approved PD form to your mileage form and to your Accounts Payable form, Cindy signs them and it goes onto the next Board Docket for payment.
9. If you receive the invoice for registration, send it to me and I will put it in for payment directly to them. I put it with the yellow copy of the RDS payment which you (or your building secretary) send to me.