Point of Contact Checklist
For Conferences & Learning Academies with Course Reimbursement

Point of Contact: All conferences require a single Point of Contact (POC). The POC is responsible for compiling all required paperwork and submitting it to the appropriate AP office. If there is a conference with multiple attendees, the POC is responsible for submitting required paperwork and ensuring that all attendees are aware of the conference process. The POC must obtain approved Prof. Develop. Conf. Request forms, create the necessary Requisitions. and submit all paperwork (and subsequently post-conference paperwork) under one complete packet to Bookkeeping or Fiscal. Wet signatures are required on all forms. *All forms are on the F&O webpage under the Useful Forms section.*

Before the Conference

STEP 1: Verification

- ☐ Verify the travel is restricted to necessary/critical activities only (should provide a public benefit)
- ☐ Verify that expenses are pre-budgeted and the account line that will be used

STEP 2: Approval

- ☐ Complete *Professional Development Conference Request Forms* for each staff member. Immediate supervisor must sign. If out-of-state, Superintendent must sign.

STEP 3: Requisitions. Create the applicable Requisitions.

- ☐ Requisition for Vendor Conference Registration
    - ☐ Copy of registration fee
    - ☐ *30B Letter for Prof. Development & Training*
    - ☐ Approved *Prof. Develop. Conference Request Form(s)*
- ☐ Requisition for Travel Agent (airfare, lodging, rental car)
    - ☐ Approved *Prof. Develop. Conference Request Form(s)*
    - ☐ Vendor quote
- ☐ Requisition for Reimbursement (for each employee)
    - ☐ *W-9 Form* (Oct. 2018 version only) of employee (if need to be updated in Munis)
    - ☐ Approved *Prof. Develop. Conference Request Form*
    - ☐ *30B Letter for Prof. Development & Training*
    - ☐ If applicable, *Course Approval and Reimbursement Request Form* with registration confirmation, staff *Invoice Template*, and proof of payment

- ☐ **Calculate Reimbursement.** Requisition amount should be based on applicable expenses: (Food Limit + Travel Expense Flat Rate + Course Fee)
    - o **Food Limit:** A limit of up to $60/day, later adjusted with receipts
    - o **Travel Expenses:** A flat rate of $100, later adjusted with receipts
        - ▪ If attendees carpooled, staff who did not drive cannot submit unwarranted mileage reimbursement request

STEP 4: Pre-Conference Submission

- ☐ Submit a single packet of all required paperwork outlined above to the appropriate AP office

During the Conference:

Staff Receipts

- Attendees must collect all related original receipts accumulated during the conference
- Must be in the individual staff member's name and should not include other staff purchases
- Must be submitted for each day of the conference to be eligible for payment
- Includes: Ubers, Lyfts, Scooters, Taxis, Trains, Subways, Parking.
- Receipts for travel must be printed out. For mileage, odometer readings should be logged on the *Mileage Record Sheet* or a printout of directions with mileage accrued should be submitted.
- Alcoholic Beverages are prohibited

After the Conference

STEP 5: Post-Conference Submission

- Immediately following the conference, collect:
    - ☐ Staff original receipts
    - ☐ *Mileage Record Sheets*
    - ☐ *Invoice Templates*
- Within 2 weeks post-conference, submit as a single packet to the appropriate AP office:
    - ☐ **Mileage**: *Mileage Record Sheets* and *Invoice Templates*
    - ☐ **Additional Expenses**: *Invoice Templates* with original receipts for food/additional travel must be neatly organized and attached
    - ☐ **Travel Agent Invoices:** must be signed in wet ink by POC