

Procedures to follow when registering for a non-BOCES workshop/conference:

All event requests must be submitted at least three weeks prior to the event date to ensure audit compliance. Any event submitted less than three weeks prior, is subject to business office approval.

Documentation Requirements:

- Requests must notate who is paying for the event (Building, Curriculum Office, Department, etc). This will determine who is responsible for the PO.
- Requests must specify all expenses associated with the event (Registration Fee, Meals, Mileage, Hotel, Parking, Tolls, etc)
- Copy of MLP print-out & registration form must be attached to PO.
- Registration and Hotel fees must be paid directly through PO via vendor invoice.
- Conference Reimbursement requests must be approved in advanced by the Business Office.
- After the event, staff must mark the MLP form "Complete" with final line-item costs to trigger the final approval.
- Must submit the following to accounts payable with Reimbursement Claim Form
 - ✓ Itemized/detailed receipts
 - ✓ MapQuest mileage print out from work-to-event
 - ✓ Proof of attendance with "final approved" MLP print-out

Conference Reimbursement Information:

- Maximum reimbursement rates are as follows: Breakfast: \$15 Lunch: \$18 Dinner: \$25
- ❖ Mileage Rate: \$0.545/Mile for 2018 Travel
\$0.58/Mile for 2019 Travel

Once initial approval is secured in MLP, the employee should register for the course/workshop as follows:

- (1) Register, if the vendor accepts the registration prior to receiving a PO from the district.
(Example: PESI will hold the spot pending receipt of the PO, must call them to register.)
- (2) If the vendor won't hold the spot until they receive a PO, provide Dolly, with all pertinent registration forms and information to complete the PO/Registration process.

Other Important Reminders:

- Employees must notify the Curriculum Office so that we are aware that the registration needs to be finalized.
- Entering the information on MLP does not automatically trigger a registration or hotel accommodation.
- It is the responsibility of each employee attending a workshop or conference to ensure that all registrations and applicable accommodations are secured.

If there are further questions, please reach out to Dolly Reynoso-Solana at (914) 32-6248 or via email at dreynososolana@tufsd.org for assistance.