



Curriculum, Instruction, and Equity

Public Schools of the Tarrytowns, New Educator Orientation

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

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

STEPS for APPROVAL:

- **Enter into Frontline Professional Development (MLP) the Non-BOCES workshop or conference information.**
 - Requests must note the department or building paying for the conference (Funding Source). This will determine who is responsible for the PO (i.e., Dolly in the Curriculum Office, or the building secretary or office assistant).
 - List all expenses - (e.g., registration fee, meals, mileage, hotel, parking, train...etc).
- **Once approved, the employee must register for the event:**
 - If the vendor accepts the registration prior to receiving the district PO, the employee should register; then, provide Dolly, or the building secretary/office assistant, with the registration information (copy of confirmation email, etc.)
 - If the vendor will not hold the spot until they receive a district PO, then the employee must provide Dolly, or the building secretary/office assistant, with all pertinent registration forms and information to complete the registration/purchase order process.
- **Purchase order** must include the printout from Frontline Professional Development (MLP) and the registration information must be attached to the purchase order request.
 - In some instances, it may be necessary to process two separate purchase orders - one for the hotel and one for the event provider.
 - The PO will pay the hotel fees and registration fees to the vendor/s directly.
- ★ **If the vendor/provider is not already in Wincap and must be added to the system, the business office will need the vendor's W-9 form, a completed New Vendor form, and ACH Authorization form - all can be found on the Business Office Webpage.**
- **Conference reimbursement** forms must be approved in advance by the business office.
 - After completing the event, go to Professional Development in Frontline (MLP) and mark the form "complete" with the final line-item costs - to trigger the final approval.
 - All reimbursement claims forms must include copies of itemized/detailed receipts, a map mileage printout **from work to the event (and back)**; proof of attendance, and a completed "final approved" Frontline (MLP) print-out.
- **Reimbursement rates:**
 - Breakfast: \$15, Lunch: \$18, Dinner: \$25
 - Mileage: \$0.655/Mile **(Subject to change as per IRS rules. Must provide a map mileage from work to event).**

Important Reminders:

- ★ Employees must notify the Curriculum office of registration needs.
- ★ REMEMBER that entering into Frontline does not mean that you are registered for the event or have hotel accommodations - these are generally all separate steps.
- ★ The employee is responsible for ensuring all registration and accommodations are secured.



Meetings/Conferences/PD



Graduate Coursework



CTLE Hours

If you have questions, please call **Dolly Reynoso-Solana (914) 332-6248** or email at dreynososolana@tufsd.org