

# *Monticello Central School District*

## *Business Office*

### **REQUIREMENTS FOR ATTENDING CONFERENCES**

#### **A. BEFORE A CONFERENCE:**

- 1) Get approval to attend the conference/training from your immediate Supervisor.
- 2) There is a tutorial available for entering a conference request through MLP, located in MLP's file library, under the "Learning Plan" tab. If you need additional help, contact Mary Ryan in the Technology Department @ ext. 70512.
- 3) Enter your request into My Learning Plan (MLP) and include **ALL** possible expenses. If you do not have a MLP account, you must fill out a "District Conference Request Form". Forms are located in the Main Office of your building or in Central Office.
  - a) You will **only** be reimbursed for expenses listed in MLP
  - b) The budget code, received from your Supervisor, must be included in MLP
- 4) Enter the number of hours in attendance at the conference/training to receive proper credit
- 5) Monitor MLP to verify your request has been approved

#### **B. AFTER APPROVAL OF CONFERENCE REQUEST:**

- 1) Prepare requisition forms for **ALL** conference expenses and reimbursements listed in MLP:
- 2) If the District is funding the conference for a group of more than 6 people through the Assistant Superintendent for Curriculum & Instruction budget, send requisition form #1 to Administrative Specialist for the ASI at Central Office.
  - a) Requisition #1 will include the following and must be sent to Central Office for PO processing:
    - i) Name and date of conference
    - ii) Registration and/or course fees
    - iii) Name of hotel (reservations and payment will be made by Central Office)
    - iv) Airfare (reservation and payment will be made by Central Office)
  - b) Submit requisition form to Central Office **at least two (2) weeks** prior to the conference.
    - i) Central Office will make the reservations for the hotel, airfare and conference for the group
  - c) Requisition #2 will include the following and will be sent to your DIL or Main Office for PO processing:
    - i) Name and date of conference with MLP approval attached
    - ii) Travel expenses: mileage reimbursement @ current IRS rate, tolls, parking, baggage fees, rental car, etc.
    - iii) Meals - maximum meal reimbursement is \$45/day
- 3) The requisition(s) will be entered into WinCap for all listed expenses. If you are requesting reimbursement, you will receive a Purchase Order for yourself to attach to your claim form.
- 4) If the buildings are funding the conference, both requisition #1 and #2 should be send to your DIL or Main Office for PO processing.

### C. AESOP:

- 1) Enter the dates of your absence in AESOP.
- 2) See the AESOP video guide at:  
[https://help.frontlinek12.com/Employee/HelpGuide/android\\_galaxy\\_tab/Getting\\_Started.htm](https://help.frontlinek12.com/Employee/HelpGuide/android_galaxy_tab/Getting_Started.htm)

NOTE: If you do not attend the conference/training, **you must** drop your attendance in MLP and AESOP.

### D. AFTER THE CONFERENCE:

- 1) Mark your MLP complete, list your actual expenses for final approval and check evaluation requirements to receive credit. If your activity is not resolved, it will be deleted.
- 2) Process reimbursement against your Purchase Order for related expenses:
  - a) Complete and sign the checklist attach it to the claim form and PO BEFORE you submit your reimbursement to the Business Office for processing
  - b) List each expense next to the estimated amount on the receiving copy of your P.O. or on a claim form
  - c) Attach all **original** receipts; **itemized** meal receipts-**no alcoholic beverages**, tolls-EZ Pass account printout is acceptable, parking, boarding passes, baggage fees, etc.
  - d) Attach MapQuest, to and from work place, for mileage verification
  - e) Attached your **approved** MLP
  - f) Sign and date the receiving copy of your P.O. and claim form and send with required attachments to your Building Principal for approval.
  - g) Building Principal's office will verify that all required items are attached to PO or claim form and will send packet to the Business Office for processing payment.
    - i) All PO's and/or claim forms without required attachments will be returned to the teacher for correction to allow for payment processing. Building Principal's office staff must verify accuracy prior to submitting to Principal for approval. (initialed by your secretary)

NOTE: The Business Office **must** receive all reimbursement requests **within 60 days** of the conference date. No submissions will be accepted after July 15<sup>th</sup>, following the close of the fiscal year. Forms without appropriate signatures will be returned to the requestor to complete.

### TRAINING PAY REIMBURSEMENTS:

- 1) Only if training is required by the District on **non-work days**.
  - a) Complete an "Additional Pay Authorization Form". Forms are located in the Main Office of your building or in Central Office.
  - b) Budget code, received from your Supervisor, must be included on the form.
  - c) All information must be completed in pen.
  - d) Your name must be printed on form and signed by you and your Supervisor.
    - i) Building Principal's office staff must verify accuracy prior to submitting to Principal for approval. (initialed by your secretary)
  - e) Send original form to Central Office for processing. Any claim form with missing information will be returned to the teacher for correction to allow for payment processing.

## Reimbursement Checklist

Collect and assemble the items below. Sign the form and forward all materials to the Business Office for payment processing.

- 1) Print receiving copy of PO. Sign and date the bottom and attach the following documents.



Attach the **approved** MLP



Attach a MapQuest, to and from work place, for mileage verification or the standard mileage chart

- 2) Print a claim form and list each expense that you are requesting reimbursement. Sign and date the form.



Attach all **original** receipts; **itemized meal** receipts (**no alcoholic beverages, snacks, etc.**) tolls- (EZ Pass account printout is acceptable), parking, boarding passes, baggage fees, etc.

- 3) Submit COMPLETE package to the main office in your building for processing

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Employee Signature

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Main Office Secretary Signature

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Principal Signature