

Travel & Conference Application and Reimbursement Checklist

Travel & Conference Application:

This is the first step in requesting funding for professional development. Travel & Conference applications will be filled out per participant and sent to Business Services with the following documents 30 days before the conference. Check off the boxes and attach this page to your Application and Reimbursement forms.

Travel & Conference Application attachments:

- ☐ Conference or event agenda
- ☐ Conference registration fees print out
- ☐ If the participant travels over 100 miles and wants to drive, PCS will reimburse whichever is less expensive, air or mileage. In this case, please attach an estimate of the airfare.
- ☐ A Google map if seeking mileage to & from the location (multiple participants are encouraged to carpool)
- ☐ All conference estimates can be screenshots of what is currently available, such as air and hotel. The participants should only purchase something once the business department has approved the Travel & Conference Application.
- ☐ When filling out the Travel & Conference Application for meal reimbursements, check the agenda to see what meals are provided. PCS does not reimburse meals when the event provides them. (Provide documentation)
- ☐ **Double-check that the conference/event dates match the hotel accommodations request. PCS will not pay for extra nights.*
- ☐ Business Services will email the approved T&C application to the participant and the site accountant. Your site secretary or accountant will register the participant(s) for the conference using a PO.

Reimbursements:

The site admin should carefully review reimbursement requests before signing by comparing the approved expenses with the agenda and have all the necessary attachments before sending them to Ed Services; otherwise, they might get sent back to you. **Attendees must submit their receipts for reimbursement ten days after the last day of the conference.*

Reimbursement Attachments:

- ☐ The approved Travel & Conference form was signed by the business department before the trip.
- ☐ Conference or event agenda
- ☐ Meal receipts must be the **original itemized copy**, not the credit card authorization. We can reimburse up to 15% in tips as long as the maximum per meal is not exceeded.
- ☐ Airfare and hotel receipts must be the purchase receipts, not the reservation confirmation. (These receipts will have the purchaser's name and the last 4 digits of the card used.)
- ☐ Mileage reimbursements must include a Google map from school/work site or home to the event. Whichever is less.
- ☐ **All reimbursements must include a credit card or bank statement showing the purchase. You can redact all other info, but the name and last 4 digits must match the receipt.**

The Travel & Conference Application and Reimbursement forms can be found [here](#).

****Attendees may be required to share the information they learned at the conference with their colleagues.**