



CONFERENCE REQUEST GUIDANCE

Checklist:

- 1) Find and save the following as PDFs:
 - Conference Information (conference details, agenda, registration, etc.)
 - MapQuest
 - Per Diem Meal Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - ❖ Helpful Hint:
 - Pull up information on the internet, right click and choose print, for Destination, choose Save as PDF.
 - The PDF will be placed in your Download file.
- 2) [Enter your Conference Request](#)
 - Use the information downloaded to complete the request.
 - Only the Conference Information PDF needs to be attached.
 - Submit for approval. (Approval process includes Program Leader, Director, if applicable, and Deputy Superintendent)
- 3) Once the Conference Request is approved, the Purchasing Assistant will for the Conference Estimated Expenses Template PND. The template will have the conference attendee as the requisitioner so the PND can be updated the requisitioner.
 - [Conference Expense PO Entry](#)
- 4) Once the PO is approved, the PO will be forwarded to the Program and then onto the conference attendee.
- 5) After the conference, the REIMBURSEMENT FOR ACTUAL TRAVEL EXPENSES section of the PO should be completed. Forward the completed PO form along with MapQuest and Per Diem Meal Rates, if applicable, to the Business Office.
- 6) Please remember if using your pCard for the hotel or parking, those receipts still need to be forwarded to the Business Office as well.