

Steps for Obtaining Reimbursements for Local Events

Before event:

- **Registration:** You MUST have a RECEIPT of registration showing \$00.00 balance
 - **Easiest method**
 - Pay on-line to get on-line receipt
 - Give a copy to Dorothy
 - Keep a copy
 - Give a copy to Brittany along with white/yellow staff development reimbursement form to be reimbursed your costs
 - **Alternative method**
 - Give completed registration form to Brittany to send in along with payment
 - **Request a receipt of registration from the event facilitator**
- **Parking:** obtain receipt for any parking fees incurred
 - Give ORIGINALS to Dorothy
 - Give a copy to Brittany along with white/yellow staff development reimbursement form to be reimbursed your costs
- **APS will not cover food or any other additional costs for local events**

After you travel:

- **Filing for Travel Expenses when you return from your trip**
 - Within ONE WEEK of the completion of the event, give **Dorothy** completed Travel Expense Report and ORIGINAL receipts and documentation for:
 - Registration
 - Proof of Attendance (certificate, badge, other document)
 - Parking
 - Give Brittany completed white/yellow staff development reimbursement form and copies of the receipts for any parking or registration expenses not previously submitted; food is NOT covered

Please note: Resource materials purchased at the conference will need to be charged to your own budget.