

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Procedure

### Section 4.6

#### Conference/Seminar Registration Procedures

##### **Purpose:**

The purpose of this procedure is to outline the process by which Trumbull County Board Employees will use when making a request to attend a conference or seminar provided by an external source during normal work hours.

##### **Procedure:**

1. Each employee must receive initial approval from their immediate supervisor when they wish to identify a conference or training that is relevant to their current position.
2. The employee or designated staff, must fill out the following form(s):
  - a. Purchase Requisition – Registration: This form is used specifically to register and pay the registration fee for the training. More than one employee can be included on the form. Specific instructions for registration may be included on this form. A copy of the actual conference/seminar flyer along with the registration form must be attached to the purchase requisition form.
  - b. Purchase Requisition – Expense: This form must be completed for any employee who does not have an open purchase order for travel expense. One form should be completed for EACH staff member listed on the Purchase Requisition for Registration. Only expenses listed in Policy Section 5.6 NBU and BUPM **Travel Expense Reimbursement** should be listed on the form.
  - c. Purchase Requisition – Hotel: This form must be completed when an overnight stay is necessary to attend the conference or seminar. More than one employee may be listed on the requisition form however; the specific dates of overnight stay must be listed for each person separately.
3. Once each form is completed appropriately, the employee will submit the form(s) to their immediate supervisor for formal approval.
4. The immediate supervisor will sign the form(s) and forward to the Superintendent for final approval.
5. If approved, the Superintendent will sign and forward the completed form(s) to the fiscal department for processing.
6. The designated staff in the fiscal department will complete all of the following:

- a. Register the employee(s) listed on the registration form and make arrangements for payment.
  - b. Complete the Hotel reservation, if applicable, for the employee(s) listed on the requisition form.
  - c. Complete an expense reimbursement purchase order for the employee(s) on the requisition form(s).
7. Once the registration, hotel reservations (if applicable), and expense reimbursement purchase order has been completed, the designated staff in the fiscal department will send email verification to the supervisor along with a scanned copy of the registration and hotel confirmation, the purchase order, and tax exempt form for the hotel (if applicable).
8. The supervisor can forward the email confirmation to the appropriate staff or provide a printed copy of the forms to the employee.
9. Upon return from travel, an employee shall complete an expense report form that details all reimbursable costs with the required receipts attached. No expense will be reimbursed without the required receipt.
10. The completed expense report form will be submitted to the employee's immediate supervisor for initial review and approval.
11. The supervisor will forward the completed expense report form to the Superintendent for final approval.
12. Once approved the Superintendent will submit the expense report form to the fiscal department for processing.