Dutchess BOCES Conference/Workshop Checklist

Name	
Date	
Conference/Workshop	
Hotel	

Item	✔	PO/Pend #
ASSEMBLE INFORMATION		
Estimate: registration fees, hotel, meals, mileage, Airfare, other expenses		
PRE CONFERENCE		
Employee gets verbal ok from supervisor for expenses		
MLP request submitted online by administrator/staff		
Print copy of approved request		
Reserve hotel; confirmation # _____		
Generate PO for hotel		
Generate PO for registration fee		
Generate PO for expenses		
Generate PO for other costs		
Hotel PO received; faxed _____		
Other expense PO received; faxed _____		
AT CONFERENCE		
Bring Hotel PO copy and Tax exempt form		
Bring confirmation of registration		
Retain all receipts		
Get proof of attendance		
POST CONFERENCE		
Submit attendance confirmation to HR (Suzan Bajardi)		
Administrator/staff marks all items complete in MLP		
MLP final approval granted		
Print copy of approval		
Submit all expense docs to AP: Include MapQuest Printout, mileage/ expense claim form, toll receipts, meal receipts, proof of attendance, final MLP approved form.		

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