

STEPS FOR ATTENDING PROFESSIONAL LEARNING CONFERENCES/WORKSHOPS

1. Complete the online PRIOR APPROVAL FORM through Docefill and send to your principal. Make sure PROJECTED SHARING DATE is on the form.
2. Your principal will approve and forward to Kelly Nixon at the Central Office. The professional learning coordinator, Kelly McKay, will approve the form and you will receive an email.
3. Once approved, Kelly Nixon will work with you to get you registered for the conference/course. For conferences that take purchase orders (PO), Kelly Nixon will send you the PO number and ask you to register for the conference/course yourself using the number. For conferences that will not take a PO number, you will have to work with Mrs. Nixon to register so that the system can pay the registration fee.
4. Complete your BLUE LEAVE SHEET at least two weeks prior to the workshop/conference date.
5. If you are lodging you will need to check out a purchasing card from the finance office at BOE and take a hotel tax exemption form. The purchasing card can be used for lodging ONLY - no food or other expenses!
6. Attend conference/workshop. You must submit an Employee Expense Sheet within 7 days of the date of the conference/workshop. Attach a copy of the conference/workshop agenda to the travel sheet with sessions attended circled or highlighted, and receipts for lodging, parking, etc.
7. Return the purchasing card to BOE the next business day after returning from your conference with a copy of your hotel receipt.

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