



Instructions for Requesting to Attend Professional Activity and Completing the MGSD-3

1. Prior to attending any professional activity that will require a substitute or that will take place outside the district, you must complete a MGSD-3 Request to Attend Professional Activity. Your principal/supervisor must sign and date the form and the budget code must be entered.
2. Send the completed MGSD-3 to the MGSD Finance Officer at the district central office **ONLY** if one or more of the following apply:
 - A substitute will be needed.
 - You are requesting that MGSD Accounts Payable prepay your event registration. In this case, you must also attach a completed registration form with all your pertinent information included (name, address, etc.). The registration form must also indicate the date(s) of the activity, location, cost, and where to send payment. ***Please note that MGSD will only prepay event registration directly to the vendor. If the employee chooses to prepay event registration, reimbursement to the employee will not occur until after the event takes place.***
 - You plan to request reimbursement of allowable expenses such as mileage, meals, or lodging and have filled out your estimated expenses.
3. In order to request reimbursement of expenses, you must complete a **MGSD-2 Request for Reimbursement for Travel Expenses** and send it to the MGSD Finance Officer along with a signed copy of your MGSD-3, and any supporting documentation (i.e. hotel receipts).
 - When completing the MGSD-2, please be sure to list each item for each day as a separate line item, for example: Monday -- Breakfast \$9.00; Tuesday -- Breakfast \$9.00, Lunch \$11.00; Wednesday -- Dinner \$20.50, etc.