My Learning Plan Guide: Expense Reimbursement

An individual who uses MLP and wishes to be reimbursed for expenses must include the amounts in the request (Conference & Travel Form) and then verify them upon marking complete. Follow these steps:

From the **Learning Plan Tab** – **Fill in Forms** – click on **Conference & Travel** (this is the only form with the ability to request related expenses). You should fill in any applicable expenses. If they are not entered here and expenses exist for event, your request could be denied or costs not covered!

Note the section to view district guidelines for reimbursement.

Transportation – enter the number of miles and calculate cost based on per mile amount. You MUST include a link to Mapquest that is already formatted for your trip. Estimate parking/tolls and other transportation expenses.

Hotel – enter # of nights, rate and calculation.

Meals – enter per diem and/or total cost (e.g. some conferences offer a meal plan for a set amount).

Registration Fee – enter amount

Other Expenses – enter amounts as necessary

Payment – select from choices:
1. District PO – district is covering any or all expenses and may need to make payment prior to event.
2. No Cost – only select if there is absolutely no cost whatsoever for this event (including mileage).
3. Participant pays and is reimbursed upon completion – if you select this choice all expenses you plan to be reimbursed for should be included in appropriate fields. This choice means the district pays nothing until successful completion and evidence is provided.

Once the form is submitted-building, department and district level staff has the ability to add budget codes (note they can only see their own) to expenses and file necessary POs etc.

Upon completion of activity, you must login to MLP and mark the event complete. On the resulting screen VERIFY actual costs of all expenses based on your original receipts. Print a copy of your MLP form, attach originals and submit to building, department or district level offices as appropriate.

J. Mancuso 9/2013