

## STEPS FOR ATTENDING PROFESSIONAL LEARNING CONFERENCES/WORKSHOPS

1. Complete the online Professional Learning Form through ETRIEVE.
2. Your principal will approve and forward to Ashley Stephens at the Central Office. The professional learning coordinator, Kelly McKay, will approve the form and you will receive an email.
3. Once approved, Ashley will work with you to get you registered for the conference/course. For conferences that take purchase orders (PO), Ashley 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 Ashley to register so that the system can pay the registration fee.
4. Complete your LEAVE REQUEST FORM (Blue Sheet) at least two weeks prior to the workshop/conference date.
5. If you are lodging you will make your own reservations using your credit card to hold the room and before you leave you will check out a purchasing card from the finance office at BOE as well as taking a hotel tax exemption form. The purchasing card can only be used for lodging and parking. No food or other expenses! Meals are reimbursed at the per diem rates which are located under section 4.
6. The 2 system vehicles must be used (mileage reimbursement will only be issued if neither vehicle is available - when checking out a vehicle, the longest trip takes priority.) Please contact Ashley Stephens to reserve a vehicle once your professional learning request is approved.
7. Attend conference/workshop. You must submit your PL expense report through etrieve no later than 45 days after the completion of the conference/workshop. Go to your Inbox and pull up the PL request form you previously submitted for the workshop/conf. Scroll down to section 5 (AFTER the event) and select the first option. Then go to section 6 to complete expenses for meals, parking, etc., and submit. Attach a copy of the conference/workshop agenda to the travel sheet with sessions attended circled or highlighted, and receipts for lodging, parking, etc.
8. Return the purchasing card to BOE the next business day after returning from your conference with a copy of your hotel receipt.