



Management Association Professional Development Conference Fund Request
Instructions and Checklist

Managers are limited to a maximum amount of \$600.00 (per person) per academic year to attend conferences or participate in webinars, seminars, online courses, and traditional courses. Funds are awarded on a first-come, first-served basis.

Before the Conference Procedure

Requesters are responsible for completing and submitting to the Management Association the following items (including this checklist) **4 weeks prior** to the event for approval of PD funds. Management Association will provide the budget code.

- ☐ 1. **District Travel Request** form
(Found in the Doc/Forms Library by typing "Travel" in the Search by Name)

- ☐ 2. A copy of the conference literature (brochure, flyer, or program agenda)

****If you wish to request a check in advance for lodging or conference fees, you must complete a Request for Check (found in the myHancock portal > Business Services > Accounting) and submit it with the District Travel Request form.**

Budget Code Assigned: _____

After the Conference Procedure

Manager is responsible for completing and submitting the following items to Business Services within **10 days** of the date on which the conference occurred for reimbursement (standard district practice), and a copy of the claim voucher sent to the Management Association Treasurer:

- 1. **Copy of District Travel Expense Claim Voucher** (Travel Expense) form
(found in the Doc/Forms Library by typing "Travel" on the Search by Name)

I have completed the above forms needed before the conference and understand any incomplete forms may be returned or result in a delay or possible non-action in time for the scheduled event. I also understand the forms for reimbursement must be completed and submitted within 10 days after the scheduled event and any incomplete or late paperwork may result in a delay or rejection of my reimbursement.

Applicant Signature

Date

Management Association Representative

Date