

Management Professional Development Fund Reimbursement Request

There are only two ways to cover conference expenses and then be reimbursed by MPDC funds. After being approved for MPDC funds

1. Use your Department P-Card to cover all or some expenses
2. Personally pay for all or some of your own expenses

Submit Reimbursement Request with ALL required forms and receipts to MPDC Chair within two weeks of returning from event.

Name: _____

Date: _____

Check all that apply:

- ☐ I have expenses to be reimbursed that I personally paid for (**Follow Steps 1-4**)
Amount: _____
- ☐ I have P-Card expenses to be reimbursed (**Follow Steps 1-5**)
Amount: _____

Instructions:

- ☐ 1. Complete this form and attach to front of all other documentation.
- ☐ 2. Complete the Expense Reconciliation on the Lane *Travel and Expense Authorization/Reimbursement Form* following College Travel procedures.
- ☐ 3. Attach the required receipts per the College Travel procedures.
- ☐ 4. Have the completed *Travel and Expense Authorization/Reimbursement Form* signed by your supervisor.
- ☐ 5. If you have P-Card expenses to be reimbursed to your department, complete an Inter-Campus Order (ICO) indicating the actual amount spent on the P-Card and the FOAP(s) to be credited. Attach copy of P-Card statement if you have it, or Budget Query along with **copies** of all P-card receipts (keeping original receipts to submit to the Finance Office with your green P-Card statement).

MPDC Chair

Date