

CONFERENCE REIMBURSEMENT PROCEDURES

To be reimbursed for conference expenses (**Article XIII - HCEA**) please follow the procedures below:

(PLEASE SUBMIT FOR REIMBURSEMENT AFTER THE CONFERENCE DATE)

1. Submit your Employee Reimbursement/Expense Report through Workday as follows:

Expense Report Information

Expense Report For: *Employee:

Creation Options: Create New Expense Report

Create Previous Expense Report

Company: *Howard County Public School System

Expense Report Date: *00/00/2019 - Defaults to current date, but enter last day of the month that the expense was incurred.

Cost Center: *Program Support for Schools (3201)

Program: *Program Support for Schools

State Category: *State_Cat_05 Other Instructional Costs

Fund: *Operating Fund

Location: *School based - Choose your school

*Non-school based – Choose General

Grant:

2. Attach a copy of your approved Article XIII request form.
3. Attach receipts. Credit card receipts simply showing the total amount paid is not acceptable support documentation. An itemized receipt from the conference is required.