

ATTENDANCE AT LOCAL CONFERENCES

SUMMARY

This procedure explains the arrangements that are required for attendance at a local conference by four or more employees from the same department or when registration costs exceed \$249. "Local" means from Marathon to West Palm Beach (inclusive), for the purpose of attending the conference, in the course of a normal working day, and for which a Travel Request is not appropriate.

PROCEDURE

1. Prepare a Check Request (form 107_01_20 Rev. 6/06), or memorandum (signed by department director) requesting approval.
2. Identify the purpose and date(s) of the conference, the costs, and the name(s) of the participants(s).
3. Attach a copy of any official announcement, agenda, or invitation which indicates the cost of the conference.
4. Send documents to the Office of Management and Budget (OMB) at least five working days before the conference.
5. When the request has been approved, the department will be notified. The request will then either be forwarded by OMB or hand carried by the requesting department to the Finance Department where a registration check will be issued.
6. To obtain reimbursement for related expenses, bring valid receipts and evidence of prior approval by OMB to the Finance Department, along with an authorized signature and index code.

Note

The prior approval of OMB is not required whenever fewer than four persons from the same department will be attending the same local conference, seminar, or workshop, or when individual registration and related costs do not exceed \$249.

Exception

Training for which degree or professional certification credit is received is covered by Administrative Order 7-4, Tuition Refund Program. Professional certification credit must be approved by OMB.

CONTACT(S):

Department/Division

Office of Management and Budget
Finance Department

REFERENCE DOCUMENT(S):

Administrative Order 6-5, Attendance at Local Conferences