

Reminders for Completing

Professional Meeting Forms with Expenses

- Complete form via FCS website using your employee portal at least two weeks prior to the PD date(s).
- Prior to attending the conference, verify the request was approved with all the electronic signatures. The form status will indicate “completed” in your employee portal. When the form is printed, it will also indicate “completed” on the top right corner of the document. A form that is not completed means that it has not received the Assistant Superintendent’s preapproval. Please note that incomplete forms may not qualify for reimbursement of expenses.
- Be sure to include all the estimated expenses for mileage, meals, lodging, etc. on the original form. Additional expenses that were not originally preapproved cannot be added after the conference.
- After returning from PD, within two weeks, print the original completed form and hand write the actual expenses to the right of your estimated expenses. Total the amount of your expected reimbursement on the total claim line.
- Claims for reimbursement are not to include the following:
 - Tips
 - Gratuities
 - Telephone charges
 - Postage
- Include the following with your completed form:
 - Attach a copy of the purchase order
 - Attach receipts for all expenses (if applicable)
 - Detailed, itemized receipts are required for meals. A receipt listing only a total will be denied. The maximum meal reimbursement allowable is \$25 per day.
- Total claims shall not exceed the conference allocation for each individual or reimbursement policy of the Findlay City Board of Education.
- Sign and date to the right of your electronic signature and submit the form to your supervisor for their approval signature. Your supervisor will then forward the form to the Assistant Superintendent’s Office for final reimbursement approval.
- Questions contact the Assistant Superintendent’s Office at 419-425-8364.