**Career and Technical Education**

**Approval Process for Conferences:**

1. Fill out a conference request in Frontline Professional Growth (formerly MLP)<https://login.frontlineeducation.com/login?signin=129d4fea1c1995fad235a0857653ee75&productId=pd&clientId=pd#/login>, unless there already is a Frontline registration link that you can click on.
2. Once approved in Frontline (MLP), register for the conference and submit your absence into the Frontline Absence & Time system (formerly AESOP) <https://login.frontlineeducation.com/login?signin=5a8674ecb7c3e6f7e037130a4de9709e&productId=ABSMGMT&clientId=ABSMGMT#/login>. There is a drop down for “conferences/meetings”.
	1. If NO cost is involved, you are all set.
	2. If a cost is involved, work with Gloria Haake on the registration and complete the following steps.
3. Send an e-mail to Gloria Haake (ghaake@questar.org) at least 3 weeks prior to the event with the following:
	1. The Frontline (MLP) page showing approvals.
	2. Your completed Conference Registration Form for the event you are to attend.
	3. Supporting conference details (i.e., brochure, agenda) including information on what meals will or will not be covered by the conference.
	4. Information about any Hotel and Travel arrangements that need to be made.
	5. Details of the approximate total costs for the conference that you would be paying for directly (i.e., food, mileage, parking) for Purchase Order (reimbursement).
	6. NOTE: Food reimbursement follows the government guidelines of allowance per day for overnight conferences. *See* [*https://www.gsa.gov/portal/content/101518*](https://www.gsa.gov/portal/content/101518) *for details. If an overnight conference INCLUDES any meals (i.e., continental breakfast, lunch, and/or banquet dinner) you can NOT put in for the full day reimbursement meal rate.  You can only put in for the meals that the conference does not cover.*
4. After the Conference, to receive professional development hours, and any reimbursements, you must do the following:
	1. Complete the Post Conference Report and Mark Complete in Frontline (MLP)
	2. Complete the Questar III Reimbursement Form <http://www.questar.org/infocenter/hr/forms/Employee_Reimbursement_Form_2017.pdf>

with any conference related expenses (i.e., food, mileage, parking) including supporting receipts or maps *(food reimbursement follows the government guidelines of allowance per day and does not need additional receipts)*

* 1. Send all items to Gloria Haake (via interoffice mail) at the Rensselaer Educational Center. You may reach her at (518) 273-2264 with any questions.