

PROFESSIONAL DEVELOPMENT CONFERENCE / SUPERVISOR REQUEST

STEPS:

1. Enter your absence in AESOP (15 days prior to the absence).
 - a. In the notes to administrator, enter the name of the conference, the name of Supervisor requesting you to attend and the budget code.
2. After attending the Professional Development Conference:
 - a. Complete the Reimbursable Expense Report, attach detailed receipts and submit to the requesting Supervisor for approval. *NOTE: Only detailed receipts will be accepted.* (if applicable)