



Mooreville
Graded School District

Procedure for Requesting to Attend Professional Activity

MGSD-3

1. Before you attend a professional activity, complete and sign an MGSD-3 form: Request to Attend Professional Activity. Have your principal post the account code (if applicable), sign and date the form.
2. Send the completed MGSD-3 form to the finance officer at Central Services only if either of the following apply:
 - Pre-payment of registration is being requested by Accounts Payable; or
 - A substitute teacher is needed.
3. Upon completion of the staff development, the employee should send the yellow copy of the MGSD-3 form, along with an MGSD-2 form (Reimbursement for Travel Expenses) and supporting documentation, to Accounts Payable at Central Services for reimbursement of any pre-approved expenses.

* When completing the MGSD-2, please be sure to list **each** item for **each** day **separately on the form**, ex. Monday – Breakfast \$ 7.75; Tuesday – Breakfast \$ 7.75, Monday – Dinner \$17.30; Tuesday – Dinner \$17.30....etc.

***Note:** If registration is to be paid in advance by Accounts Payable, a completed registration form for the professional activity must also be sent, along with the MGSD-3 form, to the Central Office.

A complete registration form includes the following:

- Date of Conference or training, location, cost of registration.
- Employee should fill in name and other pertinent information.