**Staff Development Funding Request**

Flow Chart for Employee Payments/Reimbursements

1. **Complete the Staff Development Funding Request**
2. **Has payment already been made?**
   - Yes: **Attach receipt to the Request and send to someone on the Staff Development Committee**
   - No: **Send request to someone on the Staff Development Committee**
   - **Not already paid**
     - **Make Payment**
     - **Already paid**

   **Complete Expense Request in PeopleSoft and add the Staff Development Funding Request and receipt as an attachment – Be sure to change the accounting behind the expense request to prevent delay of reimbursement**

   **See below for account string to input**

   **Fund** | **Department** | **Program** | **Class**
---|---|---|---
10000 | 1625301 | 16200 | 11000

**You will receive notification once your reimbursement has been processed by Accounts Payable. Your request is complete.**

**NOTES:**
- Be sure to always allow at least 3 weeks for full processing of requests.
- Always send Proof of Attendance once available to the Staff Council Treasurer.
- See Flow Chart for Departmental Payments/Reimbursements if your department will or has paid.