Guidance for Conference Reimbursement for Ohio Department of Transportation (ODOT) Employees
Revised 10/6/14

For ODOT Union Employees:
1. Obtain permission to attend the conference thru your supervisor.
2. Register for the conference. Check if prepay is available or prepay yourself for reimbursement.
3. Apply thru union education funds web site as follows before the conference: Go to:
   https://www.uedtrust.org/PE
4. Read thru the FAQs for any questions. Be sure to submit required forms before the event as required. Note: If you have the union prepay for the event you must attend or you will lose funds for future events for a time. To avoid this choose to prepay yourself and get reimbursed option.
5. After the event submit the required paperwork to final the process.

For ODOT Non-Union employees:
1. Obtain permission to attend the event thru your supervisor.
2. Register for the conference. Prepay yourself for reimbursement by Department of Administrative Services (DAS) funds.
3. Go to the DAS Employee Development Fund webpage at:
4. Be sure to read thru the FAQ link for what documents you need and what to do after the event. Then log into and fill out the application. The application for reimbursement is submitted electronically.