Guidance for Conference Reimbursement for Ohio Department of Transportation (ODOT) Employees

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 website 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.
5. After the event submit the required paperwork to finalize 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. Apply thru DAS as follows at least 10 days before the event. Go to: http://das.ohio.gov/Divisions/HumanResources/LearningandProfessionalDevelopment/EmployeeDevelopmentFunds.aspx
4. Be sure to read thru the Policy and Procedures link then fill out the application. The application must be emailed to the address given at least 10 days before the event.
5. The link spells out what to do after the event.