

IN-COUNTY REGISTRATION FORM FOR SEMINAR/WORKSHOP/CONFERENCE



City of Phoenix

**REFER TO THE GUIDELINES ON THE BACK SIDE OF THIS FORM PRIOR TO COMPLETING
(REFER TO ARs 2.51, 2.281, & 3.41)**

Job Share
Yes ☐ No ☐

EMPLOYEE ID	EMPLOYEE NAME (LAST, FIRST)	JOB TITLE	DEPARTMENT/DIVISION	WORK/CONTACT PHONE
STEP 1 SEMINAR/WORKSHOP/CONFERENCE		STEP 2 TRAINING DATES		STEP 3 REGISTRATION COST
TITLE: _____ LOCATION OF TRAINING (city): _____		START: ____/____/____ END: ____/____/____		AMOUNT: \$ _____
STEP 4 PAYMENT TYPE			STEP 5 PAYMENT INFORMATION	
<input type="checkbox"/> EMPLOYEE REIMBURSEMENT Receipts required OR <input type="checkbox"/> DIRECT PAY TO VENDOR Must be \$100 or more for EDF "Direct Pay" requests. Must pre-register when requesting "Direct Pay" to vendor. Attach 2 copies of the vendor invoice or completed vendor registration form, which must include seminar cost, mailing address, and payee information.			PAYEE: _____ MAILING ADDRESS: _____	
STEP 6 FUNDING SOURCE(s) - CHECK ALL THAT APPLY		AMOUNT – IF USING MULTIPLE FUNDING SOURCES, SPECIFY EACH AMOUNT BY SOURCE		
<input type="checkbox"/> EMPLOYEE DEVELOPMENT FUND (EDF) Allow up to 30 days for processing Direct Pays		\$ _____ Send original In-County Registration form, with required documentation attached, to Human Resources Department – HR Center, 135 N. 2nd Avenue.		
<input type="checkbox"/> PERSONAL CHECK TO ACCOMPANY EDF REQUEST		\$ _____ Attach personal check made payable to vendor, when employee is paying a portion of the registration fee out-of-pocket to complete payment to vendor ("Direct Pay").		
<input type="checkbox"/> DEPARTMENT FUNDS Allow up to 5 days for processing		\$ _____ For Employee Reimbursement, send an approved Employee Expense Reimbursement form with In-County Registration form, and all required documentation, to City Controller, 251 W. Washington St.		
<input type="checkbox"/> PERSONAL CHECK TO ACCOMPANY REQUEST		\$ _____ For Direct Pay, send completed Payment Control Document (PCD) with original In-County Registration form, and all required documentation, to Finance/Accounts Payable, 251 W. Washington St.		
<input type="checkbox"/> MANAGEMENT DEVELOPMENT FUND (MDF) Allow up to 5 days for processing		\$ _____ Attach personal check made payable to vendor, when employee is paying a portion of the registration fee out-of-pocket to complete payment to vendor ("Direct Pay").		
<input type="checkbox"/> PERSONAL CHECK TO ACCOMPANY MDF REQUEST		\$ _____ Attach personal check made payable to vendor, when employee is paying a portion of the registration fee out-of-pocket to complete payment to vendor ("Direct Pay").		
Employee Signature: _____		Date: ____/____/____		By signing, you are indicating that you are in compliance with City of Phoenix ARs 2.51, 2.281, & 3.41
Department Head or Authorized Signatory: _____			Date: ____/____/____	
Notes: _____				

DISTRIBUTION:
 ORIGINAL – PRIMARY FUNDING SOURCE
 COPY – IF APPLICABLE, SECONDARY FUNDING SOURCE
 COPY – DEPARTMENT OR FUNCTION
 COPY – EMPLOYEE

For Office Use Only	
Claim No: _____	Amount: _____

GUIDELINES FOR IN-COUNTY REGISTRATION FORM

Refer to AR 2.51 for information regarding the Employee Development Fund (EDF) program rules and regulations.
Refer to AR 2.281 for information regarding the Management Development Fund (MDF) program rules and regulations.

Eligible employees below the level of Middle Manager must use this form to request employee reimbursement or direct payment to a vendor ("Direct Pay") for **in-county seminar/workshop/conference registration expenses using EDF**.

Executives, Middle Managers, Elected Officials, Boards and Commission members, and volunteers may use this form to request employee reimbursement or direct payment to a vendor ("Direct Pay") for **in-county seminar/workshop/conference registration expenses using MDF or Department Funding sources**.

REQUIRED FORMS AND DOCUMENTATION

Only use this form for **in-county** seminar/workshop/conference registration expenses including webinars, certification exams, on-line seminars and other types of local, professional development training events.

Complete the top line of personal information on the form.

- For Employee Development Funds (EDF), submit requests to Human Resources Department.
- For Department Funds, submit requests to Finance/Accounts Payable. For direct payment to a vendor and for reimbursement to employee, submit requests, using the Employee Expense Reimbursement form, to City Controller.
- For Management Development Funds (MDF), submit requests to Finance/Travel.
- For more than one funding source, submit original form to the primary funding source and a copy of your request to the secondary funding source.

All seminars/workshops/conferences must contain an educational component and be job-related.

Complete Steps 1 – 6:

Step 1: Enter the title of the seminar/workshop/conference and the location (city) where you will attend this training.

Step 2: Enter the training dates of the seminar/workshop/conference.

Step 3: Enter the amount of the seminar/workshop/conference registration fee.

Step 4: Indicate, by checking the appropriate box, if this request is to reimburse you or to pay the vendor directly ("Direct Pay"). When requesting a "Direct Pay", be sure to **pre-register prior to submitting your request for payment**.

Step 5: If this request is a "Direct Pay," enter the payee's name and mailing address.

Step 6: Indicate all funding sources and the amounts that apply for this seminar/workshop/conference request. This should equal the amount listed in Step 3. If applicable, you may attach a personal check for any portion being paid by you for registration, to accompany payment to the vendor.

By signing this form, you are affirming that the information you have provided is complete and correct, and that you have complied with all applicable rules and regulations covered under ARs 2.51, 2.281, and 3.41. **Be sure to sign and date this form and obtain the required approval signature.**

WHERE TO SUBMIT YOUR REQUEST

For EDF – Attach your registration material, including a description of the seminar, and all receipts necessary to document proof of payment. For "Direct Pay" requests, include 2 copies of the completed vendor registration form or the vendor invoice, which must include payee and mailing address information. **Make your pre-registration arrangements.** Attach personal check when you are paying a portion of the registration fee. Submit request to the Human Resources Department – HR Center, 135 North 2nd Avenue, 602-262-6608. Keep a copy for your records.

For EDF and Department Funds – Step 6 allows you to indicate all funding sources. A copy of the required documents must be sent to the Human Resources Department – HR Center, for EDF processing and to Accounts Payable for Department Fund processing. Keep a copy for your records.

For Department Funds – Attach your registration material, including a description of the seminar, and all receipts necessary to document proof of payment. For "Direct Pay" requests, include 2 copies of the completed vendor registration form or the vendor invoice, which must include payee and mailing address information. **Make your pre-registration arrangements.** Attach personal check when you are paying a portion of the registration fee. Attach Payment Control Document (PCD) for "Direct Pay." Submit originals to Finance/Accounts Payable, Calvin Goode, 251 W. Washington Street, 602-262-6675. For "Employee Reimbursement", attach a completed Employee Expense Reimbursement form, registration material, including description of seminar, with receipts and submit to City Controller, Calvin Goode, 251 W. Washington Street, 602-262-6555. Keep a copy for your records.

For MDF – Attach your registration material, including a description of the seminar, and all receipts necessary to document proof of payment. For "Direct Pay" requests, include 2 copies of the completed vendor registration form or the vendor invoice, which must include payee and mailing address information. **Make your pre-registration arrangements.** Attach personal check when you are paying a portion of the registration fee. Attach the Payment Control Document (PCD) for reimbursement or "Direct Pay." Submit all originals to City Controller/Travel, 251 W. Washington Street, 602-262-6675. Keep a copy for your records.

For MDF and Department Funds – Step 6 allows you to indicate all funding sources. A copy of the required documents must be sent to City Controller/Travel for MDF. For Department Fund processing, send to Accounts Payable.