

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

Revised 12/1/15

## 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>
5. 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.
6. 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. To request reimbursement from the Employee Development Fund go to myOhio.gov and log on using your State User ID number and password. Click on Career Resources, then click on EDF Reimbursement Request. You can access the EDF Job Aid, Policies and FAQs on the left.
4. Be sure to read thru the FAQs 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.