

CONFERENCE ATTENDANCE APPROVAL PROCESS

		ACTION	BY	TO
NATIONAL		National Bulletin - call for attendee names	NHQ	STC, STC Executive Assistant (EA)
		National Bulletin is forwarded in email with Iowa information that includes adjusted due dates* with sufficient time prior to NHQ due date, and required forms to be filled out.	EA	LT
		Requests are sent from prospective attendees with completed Conference Attendance Request.	Employees with Supervisor's and LT member concurrence	EA
		List of prospective attendees & all documentation.	EA	STC
		List of prospective attendees forwarded for approval, along with FNM-72 signed by STC, if required.	STC, EA	NHQ contact identified in National Bulletin with a cc to SAO, approved attendees, appropriate LT member.
		Attendee list approved.	RAC/NHQ	STC, EA
		AD-700 for registration is prepared with list of all approved attendees. **	EA	Management Services Division (MSD) also known as Purchasing.
		Notification to attendees, by Scan/Email, FAX, or mail hard copy to approved attendees, including copy of signed Conference Attendance Request.	STC, EA	Attendees, supervisors, with copy to LT member.
STATE-WIDE		Conference announced (e.g., CDI, RC&D, Grassland Conferences).	Sponsor	STC
		Conference opportunity forwarded with copy of Conference Attendance Request.	EA	LT
		Completed Conference Attendance Request form submitted.	Employees	Supervisors
		Recommended attendees with Conference Attendance Request.	Supervisor with LT member concurrence	STC, EA
		Attendees approved.	STC	LT, EA
		AD-700 for registration is prepared with list of all approved attendees. **	EA	Management Services Division (MSD) also known as Purchasing.
		Notification to attendees, by Scan/Email, FAX, or mail hard copy to approved attendees, including copy of signed Conference Attendance Request.	STC, EA	Attendees, supervisors, with copy to LT member.
GovTRIP (only if travel is involved)		Authorization created by employee in GovTrip, including purpose, dates, mode of transportation, hotel reservations, hotel taxes, parking, local transportation, etc. Include copy of approved conference attendance requests in documents.	Employee	Supervisor, through the review/approval process in GovTrip.
		Once TDY is complete, voucher completed by employee within five business days.	Employee	Supervisor, through the review/approval process in GovTrip.

* As much as possible, due dates should be set so attendees can take advantage of early registration discounts.

** Please remember that if you do not get complete and correct information to STC Executive Assistant, it could delay the vendor getting paid.