

Administrative Procedure
Chapter 6 – Business & Fiscal Affairs

AP 6975 EXPENSES FOR SPECIAL IN-SERVICE TRAINING,

- A. The approved In-service Expense Authorization Form must be attached to the requisition prior to being approved by the Administrator or attached to the Revolving Cash voucher requesting reimbursement.
- B. For each event on an open Purchase Order, departments must provide an In-service Expense Authorization Form and required support documents.

Also see BP 6975 Expenses for Special In-Service Training, Workshops, or Events and BP/AP 7160 Professional Development.

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