

# HOW TO COMPLETE A PROFESSIONAL DEVELOPMENT EXCHANGE



1. PDE requests are submitted via email to the WestCo Treasurer **PRIOR** to the event by sending a completed PDE FORM. Requests must be for a minimum of \$500 and increase in \$250 increments.

2. Upon receipt of the PDE approval, attend your training.



3. Upon completion of the training, fill out the TRAVEL REIMBURSEMENT REQUEST. Per diem amounts and incidentals should be listed as a single total per day of travel. Please include GSA per diem rate information within the packet. Remember: reimbursement requests must confirm to your state's travel policies.



#### EXAMPLE:

Date	Itemized Explanation of Expense	Total
5/8/2023	Per diem lunch and dinner and incidentals	\$55.00



4. Combine the completed reimbursement request with all travel receipts and invoices and send the combined documents to [westco@amigos.org](mailto:westco@amigos.org)

The Travel Reimbursement Request will be reviewed. If there are any questions, you will be contacted. If your request is in order, a reimbursement check will be processed and mailed to either the individual or organization (as signified on the reimbursement request). Payments usually arrive within 7-10 business days.



Travel is only reimbursed up to the amount approved in the PDE Form. Any additional funds expended will not be reimbursed. Any remaining unspent balance of the approved amount cannot be reimbursed, carried over, or applied to another exchange. Any remaining balance will become a part of the Westco treasury. Reimbursable items must be the type of expenditure that would appropriately be funded by the requesting state library agency.



If your reimbursement has not arrived within two weeks, please contact [Westco@amigos.org](mailto:Westco@amigos.org).

