

E.P.E.C CHECK LIST

PRE-EVENT

- [] Obtain verbal or preferably email ok to attend function from your division head.
- [] Fill out EPEC form found on the “X” of your county PC in the EPEC folder file with all pertinent information including estimates for expenses.
- [] If airfare or train fare is necessary, obtain quotes from the County approved travel agent(s). Agent(s) information can be found at <http://ucnjwebsec:84/index.php/epecs/>. Attach travel quotes to EPEC. If the approved travel agents are not used, a written explanation must be provided explaining why travel arrangements were made through another vendor.
- [] Obtain requisition number(s) and the signature of Department/Division Head on EPEC form.
- [] If applicable, write a detailed request to attend event on County letterhead and send EPEC form and letter to the Office of the County Manager. Fully outline how the event will directly enhance the performance of your work duties.
- [] If and when the EPEC comes back signed and approved by your Department Head and the County Manager, you may then proceed to make the necessary arrangements.
- [] All registration and lodging expenses must be paid via purchase orders issued to vendors offering the services. If an employee pays for registration and/or lodging expenses out of pocket and requests reimbursement, a written explanation must be provided explaining why purchase orders were not issued to the vendors offering the services. Proof of the tender form of payment must be provided.

NOTE: If you intend to use a County vehicle for travel, a request form must be sent to Administrative Services.

POST-EVENT

- [] Reimbursement requests are drawdown from existing blanket purchase orders.
- [] Employee must include actual expenses on EPEC form and sign it. Employee signs Reimbursement Purchase Order as the Claimant. The Department/Division Head must be one of the two authorized signatures on the Purchase Order. An employee **cannot** sign a Purchase Order as both the Claimant and an Authorized Signature.
- [] If applicable, a follow-up letter to County Manager should be attached to the EPEC form. The letter should document in detail the educational goals that were met by the employee's attendance at the event including dates and times of attendance of classes as well as confirming documentation, i.e. CEU's.
- [] Send the completed Purchase Order/Draw Down package to the County Manager. It should include the following:
 - [] EPEC - final with all signatures and actual amounts filled in.
 - [] Purchase order - with all signatures
 - [] Detailed receipts - food, lodging and travel
 - [] Proof of tender form of payment, (e.g. credit card statement, cancelled check or cash sales receipt).
 - [] If applicable, follow-up letter
- [] After County Manager approval, purchase order package is sent to Finance for payment approval. Finance will correct any problems and send check to employee.