

Reimbursement Procedures for ROR Regional Trainers

Part A: Documenting an Onsite ROR Training:

Please note-- The following 5 steps MUST be completed before the ROR trainer can be compensated.

- 1) The Coordinator enters the scheduled training* into the ROR database by logging onto www.myror.org, using the site's ID and password. Once logged in, the Coordinator looks under "Program Administration" to find the "Training" section.
- 2) The Coordinator clicks on the red "Create a New Training" button. The Coordinator then enters the date and type of training (In House Training).
- 3) Once the training has occurred, the Coordinator logs into www.myror.org and clicks the red "Open" button (to the right of the listed training) to open the training record.
- 4) The Coordinator enters the names of the training's organizer (this is likely the Coordinator), Trainer, and all participants, including email addresses.
- 5) The Coordinator hits the red "Submit" button to complete the training record. The Coordinator has now completed all his/her duties associated with training.

*Data entry for a scheduled training may occur before or after the training takes place, and must include the date of training and type of training (In House Training).

Part B: Creating an Invoice*:

Please note—you will not be compensated until the training attendance records have been entered into www.myror.org. See instructions in Part A above.

- 1) The Trainer logs into www.myror.org using the Trainer's unique user name and password.
- 2) Under "Program Administration" the trainer sees a list of all past trainings, including the training that was recently completed.
- 3) The Trainer clicks the "Create Invoice" tab to the right of the new training.
- 4) The Trainer enters reimbursement details, signs his/her signature, and presses the red "Submit" button to submit the invoice for reimbursement.
- 5) The Trainer can view the status of the invoice at any time by logging into www.myror.org and looking under "Program Administration."

*If the Trainer or Coordinator does not have computer capabilities, the trainer may submit a paper copy of the invoice (attached to a completed, legible attendance record) to Trisha Ross at National. (See Trisha's contact info below.)

*Trainers who have successfully completed an invoice (including successful completion of an attendance record on www.myror.org) should expect to receive compensation within one month of date submitted.

Any questions about this process or payment? Please contact Trisha at National.

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