

# PDAP Cheat Sheet:

## Avoid These Most Common Mistakes

- **Review the PDAP Resource Guide BEFORE submitting your PDAP request.** Make sure you understand the program eligibility rules and the process requirements. [Visit the PDAP page of the HRSTM website for PDAP information and resources.](#)
- **ALWAYS change the Code to MC0001. This is the #1 mistake.** When you forget to change this, it causes Failed Budget errors and processing delays. The Program and Fund fields must be accurate for PDAP requests to be processed correctly. **Faculty need to delete the Discipline from the Additional Worktags field.**
- **Complete your Annual EAP Acknowledgement Form. The form must be attached to your first request of the FY and is only required once every FY. Make sure it is for the correct FY.**
- Give yourself enough time; **DO NOT** wait until the last minute. You may need additional time to make corrections or add missing information.
- All travel requests have **TWO (2) STEPS**: Spend Authorization **AND** Expense Report. Don't forget to process your applicable second step once the first step has been approved. Your request is not complete until the second step is processed; your payment will not be made until both steps are done and approved.
- Make sure your **documentation includes start and end dates** for your PDAP request. **PDAP requests cannot be approved without dates.**
- Be sure your wellness facility/subscription is approved. **Make sure all of your wellness requests include your proof of attendance and payment.** Email [Megan Cooperman](#) to confirm whether your activity is approved for reimbursement.
- Creating **more than one Expense Report** for one Spend Authorization will generate an error that you have exceeded the 10% buffer for approval. You will have to cancel them all and start over.
- **Remember the correct way to submit your request:** Workday for all eligible PDAP.
- Do not submit a PDAP request if you have questions about eligibility, timing, etc. **If it is the wrong FY, HRSTM will just send it back for correction and resubmission; we will not fully process the request.** Email us at [PDAPRequests@montgomerycollege.edu](mailto:PDAPRequests@montgomerycollege.edu) if you have specific questions about your request BEFORE you submit it.
- **Read the comments!** When HRSTM sends back requests with comments, pay attention to the information and/or explanation that was provided.