

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 PDAP Acknowledgement Form** to make sure you have all the information you need **BEFORE** you sit down to enter your request. 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 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 processed 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 your wellness requests include your proof of attendance and payment.**
- 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 enter an 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 if you have specific questions about your request **BEFORE** you submit it.
- **Submit proof of attendance for all wellness requests.** Email [Megan Cooperman](#) to confirm whether your activity is approved for reimbursement.
- **Read the comments!** When HRSTM sends back requests with comments, pay attention to the information and/or explanation that was provided.