

PARA Request for Reimbursement for a Course/Conference/Workshop 2023-24 School Year (Tier 1)

Please complete and send to Katrina Neil at the SAU office after attendance of the conference/course/wkshp.

We cannot accept requests after **May 1, 2024**. **Please retain a copy for yourself.**

To be submitted after course/conference/workshop has been completed with proper paper work attached. The SAU does not approve this request; please have your principal sign it!

Name: _____ Today's Date: _____

Conference/Workshop/Course Title: _____

Date(s) of Conf/Wkshp/Course: _____

How is this Conf/Wkshp/Course job related? _____

Approved: _____
Principal Signature

* Maximum amount that can be reimbursed PARA: **\$200.00** **

Amount requested: \$ _____

Signature

Date

There should be two attachments to this form:

- copy of canceled check, cash receipt or credit card statement
- official copy of grade report (must be a "B" or better) or certificate of participation

***As per the PEAK Collective Bargaining agreement 8.8. The Board will pay the cost of required attendance of courses or workshops, and will pay the tuition costs, up to a maximum of \$200.00 per person, of job related workshops or courses which have been pre-approved by the administration. The annual cost to the District for non-required program reimbursement will not exceed \$3,000 for each year of the contract. Employees will be reimbursed for expenses up to \$200 unless first approved by the Superintendent in his/her discretion. In the event the course or workshop is not completed or the employee does not receive a passing grade in a graded program, the District will not reimburse funds. One half of the professional development funds will be available for employees in September of each year. The other half will be available to employees in January of each year. **The money will be disbursed on a first come first served basis.** If there are any funds left on May 1 of each school year, employees may bring a second request forward for payment. All funds will then be disbursed on a first come first served basis.*

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|------------------|---------------|
| SAU OFFICE | |
| _____ Initial | _____ Date |