

# Request for Reimbursement for a Course/Conference/Workshop 2023-24 School Year

Please complete and send to Katrina Neil at the SAU office **after attendance** of the conference/course/wkshp.  
We cannot accept requests after **May 31, 2024**.

**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: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Position: \_\_\_\_\_

Conference/Workshop/Course Title: \_\_\_\_\_

Date(s) of Conf/Wkshp/Course: \_\_\_\_\_

Does this tie into school, district and/or individual goals? \_\_\_\_\_

Specify how: \_\_\_\_\_

Approved: \_\_\_\_\_  
Principal Signature

\* Maximum amount that can be **reimbursed** per teacher: \$347.67  
(includes registration, travel & lodging- receipts required)

Amount requested: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachments:

- copy of canceled check, cash receipt or credit card statement
- official copy of grade report or certificate of participation

SAU OFFICE	
_____	_____
Initial	Date

\*As per the KREA Collective Bargaining Agreement, Article V, paragraph B. Money for course reimbursement, conferences and workshops will be divided equally among teachers who are **not participating in the District Approved Graduate Program.**