

Request for Reimbursement for a Course/Conference

KREA CBA, Article 5, C5

THIS FORM WILL BE ACCEPTED FROM MAY 20 through May 24, 2024

(requests will not be accepted the day before)

1. **Fill out this form and send to Katrina at the SAU office between dates noted above.**
 2. Katrina will “reserve” the funds and return a copy to you.
 3. After attending the course/conference, return this form with proof of attendance and payment.
 4. Already attended? – Please fill out the form and attach proof of attendance & payment.
- **Who’s eligible? Any teacher who was not in an Approved District Graduate Program this contract year.**
 - **Course/ conference must take place/start by August 14, 2024**

Name: _____ Today’s Date: _____

School: _____ Position: _____

Conference/Course Title: _____

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

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

Specify how: _____

Course/Conference/Workshop Reimbursement

This portion to be completed and resubmitted after course/conference has been completed with all attachments necessary.

Amount requested: \$ _____

Signature

SAU OFFICE	
_____ Initial	_____ Date Rec.

- 2 Attachments:
1. Official copy of grade report or certificate of participation
 2. Proof of payment: receipt, canceled check, credit card statement

PLEASE NOTE: PROOF OF PAYMENT and ATTENDANCE MUST BE RECEIVED BY THE SAU OFFICE NO LATER THAN September 6, 2024, for REIMBURSEMENT

Please return to Katrina Neil @ the SAU Office

Scanned documents emailed (*containing all necessary documents in one email*) will also be accepted - kneil@kearsarge.org within timeframes noted above.