2023-2024 Reimbursement Request Cover Sheet

Instructions

Complete a separate cover sheet for each reimbursement request. Attach the cover sheet to all supporting evidence in the appropriate Epicenter submission. **This form must be attached as a cover sheet to all reimbursement requests. Failure to do so will result in submission rejection.**

School Name			
Submitter's Name			
Submitter's Email			
Submitter's Phone #			
Grant Year	☐ FY23 (2022-2023)	☐ FY24 (2023-2024)	☐ ESSER Grant
Grant			
☐ (201) Title I ☐ (267) Title II ☐ (264) Title III ☐ (210) Title IV	☐ (201) Title I - Homeless (McKinney Vento) ☐ (___) ARP Homeless ☐ (239) CSI (Comprehensive Support & Improvement ☐ (237) ATSI	☐ (203) IDEA ☐ (230) IDEA ARP ☐ (205) IDEA Preschool ☐ (233) IDEA Preschool ARP ☐ (207) CATE ☐ (224) 21st Century ☐ (309) DAP	☐ (218) ESSER III (FY21) ☐ Other Click or tap here to enter text.
Activity			
Detailed Budget Code: Click or tap here to enter text.	**Activity (copy from approved application):**		
Smart Fusion Journal Entry Number: Click or tap here to enter text.			
Is this an accrual?			

Amount Requested for Reimbursement (Breakdown individual costs, such as mileage, meals, hotel, etc. Only GSA rate will be reimbursed.) **GSA Rates**: Click here to check GSA rates for hotels and flights. **In-State Meal Reimbursement**: $8 (breakfast), $10 (lunch), $17 (dinner) **Out-of-State Meal Reimbursement**: $10 (breakfast), $15 (lunch), $25 (dinner)	
Type of Reimbursement	**Amount to be Reimbursed**
☐ **Payroll Reimbursement - Salary**	$
☐ **Payroll Reimbursement - Benefits**	$
☐ **Invoice**	$
☐ **Hotel**	$
☐ **Mileage**	$
☐ **Flight**	$
☐ **Meals**	$
☐ **Other (Please specify)**	$

Submission Type – Check all that apply.			
☐ **Payroll**	☐ **Purchased Services and Contracts**	☐ **Supplies and Materials**	☐ **Travel**
Required Financial Documentation: ☐Payroll Register	***Required Financial Documentation:***	***Required Financial Documentation:***	***Required Financial Documentation:*** ☐Invoice

☐Job Description ☐Salary Agreement **Time and Effort** **This employee requires:** ☐Semi-Annual ☐PARs ***Required Programmatic Documentation:*** **Employee Payroll** ☐PARS (Monthly) ☐Semi-Annual Certification (January and July) **Mentor Stipends** ☐Mentor Log **Substitutes** ☐Substitute Sign-In Log ☐Conference Agenda **Stipend (conference attendance outside of contracted hours)** ☐Agenda (conference or in-house PD) ☐Sign-In sheet (in-house PD) **Bonus** ☐Bonus/ Performance Pay Rubric (employee results)	☐Purchase Order (Items over $10,000) ☐Invoice ☐Proof of Payment (bank statement or front and back of cleared check) ***Required Programmatic Documentation:*** **Praxis Exam** ☐Praxis Exam - Praxis Score Report **Graduate Courses** ☐Transcript showing completion of course **Professional Development** ☐Signed Contract ☐Sign-in Sheets ☐Agenda ☐PowerPoint or other handouts **Software Licenses** ☐Signed Contract	☐Purchase Order (Items over $10,000) ☐Invoice ☐Proof of Payment ***Required Programmatic Documentation:*** ☐Sign-in Sheets ☐Agenda ☐PowerPoint or other handouts ☐Invitation to Participate (Parent & Family Engagement Activities) ☐Minutes (Parent Meetings)	☐Proof of Payment for Original Purchase ☐MapQuest ***Required Programmatic Documentation:*** ☐Conference Agenda