



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			
Grant Year	☐ FY23 (2023-2024)	☒ 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) 21 st Century ☐ (309) DAP	☐ (225) ESSER II (FY21) ☐ (218) ESSER III ☒ Other ARP Homeless II
Activity			
Detailed Budget Code: 263-130-	NEW: For the 2023-2024 school years, each school (40 schools) will identify a homeless point of contact who is responsible for the identification, awareness, and outreach efforts for homeless students and their families in their individual schools. The district will provide stipends \$1,000 to each point of contact in each school who can demonstrate that they have spent at least 25 hours per school year outside of normal contracted work hours to receive free online training through NAEHCY, increase identification of homeless students, provide awareness of homeless services, and/or provide outreach to homeless students and families. Examples may include attending events to provide identification and outreach services at the school or in the community, meeting with homeless families to discuss needs, communicating and collaborating with community-based organizations to support homeless identification, awareness, and outreach, etc. In FY 2023 - 2024 the district will have a total of 40 charter schools across South Carolina that qualify. Estimated costs: \$1,000 X 40 = \$40,000.00. Salary = \$1,000 Benefits = Social Security/Medicare (7.65%) and Retirement only		
Smart Fusion Journal Entry Number:			
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	
X Payroll Reimbursement - Salary		\$	

☒ Payroll Reimbursement - Benefits		\$	
☐ Invoice		\$	
☐ Hotel		\$	
☐ Mileage		\$	
☐ Flight		\$	
☐ Meals		\$	
☐ Other (Please specify)		\$	
Submission Type – Check all that apply. Click here to access the Quick Reference Guide for required documents.			
☒ Payroll	☐ Purchased Services and Contracts	☐ Supplies and Materials	☐ Travel

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

- Approved Time Log
- Payroll Register
- Journal Entry

NOTE:

The amount for the benefits is left blank as each school's amount may vary.

Please reach out to Amanda Freeman “Mandy” at afreeman@sccharter.org for the budget codes needed for the journal entry