

Instructions for completing the **WORKSHOP/COLLEGE CREDIT FORM**

NOTE: Paperwork and receipts must be
turned in within **30** days of the
date of the workshop!!

Workshop Only

- ✓ Complete Sections 1 and 2
- ✓ Submit to the Building Principal prior to attendance
- ✓ You will receive a copy for your records
- ✓ After workshop, if applicable, complete Section 3; staple all itemized receipts to form
- ✓ Submit to Building Principal for processing

Workshop Offering College Credit

- ✓ Complete Sections 1, 2, and 4
- ✓ Submit to the Building Principal prior to attendance
- ✓ You will receive a copy for your records
- ✓ After workshop, if applicable, complete Section 3; staple all itemized receipts to form
- ✓ Complete Section 5 including requested items
- ✓ Submit to Building Principal for processing

NOTE: Workshops that earn credit hours will be paid for only once
through either tuition reimbursement or the workshop fund.

College Credit Only

- ✓ Complete Sections 1 and 4
- ✓ Submit to the Building Principal prior to start date
- ✓ You will receive a copy for your records
- ✓ Complete Section 5 including requested items
- ✓ Submit to Building Principal for processing

NOTE: All required documents must be included at time of submission.

Section 3 – Expenses

When submitting reimbursement for meals purchased at a workshop, only the ***itemized receipt*** is acceptable. A credit card receipt only shows the total amount charged. For auditing purposes, the school has to be able to prove that there were no alcoholic beverages reimbursed.

- Make sure to include any anticipated expenses in Section 3.
- Reimbursement for tolls can be requested, but a receipt is required.
- IRS mileage rate changes every January 1. Currently the rate is **\$0.565** per mile (2013).
- Overnight stay - an estimate for hotel/motel charges, including taxes must be included in Section 3.
- Same-day travel – district will reimburse for lunch (\$10.00)

Meal Reimbursement Guideline for Overnight Travel	
BREAKFAST	\$ 5.00
LUNCH	\$10.00
DINNER	\$15.00



Reminder: any alcohol charges
must be put on a separate bill!