Professional Learning & Conference Reimbursement

The South East Education Cooperative (SEEC) receives a Title III supplemental grant from the North Dakota Department of Public Instruction on behalf of participating districts within the SEEC Title III Consortium. There are multiple opportunities to attend EL-related professional learning events or conferences during the 2019-20 school year. Title III will reimburse EL teachers for their attendance using the following guidelines.

Each school district requesting funds will be reimbursed for the following expenses:

- Mileage for 1 vehicle per district @ $0.575 per mile
- Hotel for each participant at state rate (include receipt)
- Registration for each participant
- Meals for each participant dependent on travel hours (state rate of $7 breakfast, $10.50 lunch, $17.50 supper = up to $35/day in travel for meals not provided at training event).
- Please complete one form per teacher and submit after the event to Kerri Whipple at SEEC

Professional Learning & Conference Reimbursement Form

School District Name	
Teacher Name(s)	
Registration Fee	$
Mileage	$
Hotel	$
Meals	$
Substitute Teacher Reimbursement	$
Total	**$**

_____ _____

Superintendent or Business Manager Signature SEEC EL Program Manager Signature

SEEC Approval Date _____

Please attach a copy of this completed form with your superintendent or business manager signature for reimbursement.