



Federal Grants  
 Carolyn Koch  
 ckoch@esu7.org  
 SPED/SPED Grants  
 Megan Kassing  
 mkassing@esu7.org  
 CORE/Technology  
 Paulette Wieser  
 pwieser@esu7.org

## Planned Expenditure Reimbursement

### Section A Completed by Participant

#### Information Needed for Reimbursement

1. Requests for funding are to be submitted for approval at least 30 days prior to the event whenever possible. Please use one form per staff member.
2. Funds will be expended only with completed request form and receipts. Documentation of attendance and expenditures are required.
3. Mileage will be reimbursed at the IRS approved rate.
4. If requesting funds for hotel expenses, a receipt must be submitted. Meal expenses must be on an itemized receipt to receive reimbursement. No tips over 15% will be reimbursed. Reimbursements will not exceed Nebraska Daily Per Diem. [Per Diem Rates](#), click on link then choose Nebraska, <http://www.gsa.gov/portal/category/100120>.
5. Reimbursements are paid to the school district (with the exception of non public school personnel).
6. If you have not received reimbursement from ESU 7 in the past, a W-9 will be required before payment will be sent out. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
7. Platte Valley Early Learning Connections is supported in part by a grant from federal CCDF, and a grant from Part C and Part B, 619 IDEA (Individuals with Disabilities Education Act) administered by the Nebraska Department of Education. (ELC)
8. ELC Grant does not include food/hotel reimbursement. Mileage will be approved/determined by the ELC Coordinator prior to the professional development event. (ELC)
9. Definition - In general, to supplement, not supplant means Title funds are used to implement programs and services that would not be available if it were not for these federal funds. In other words, if Title funds were not available to do this activity, the district would not do it. ESEA legislation defines scientifically based research as "research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs" (NCLB, 2002) A reliable website to check for SBR is the USDE ISE What Works Clearinghouse <http://ies.ed.gov/ncee/wwc/>. If SBR is not available at least Gold or Silver Level research is available.

**Please note:** Payment is not made prior to the event. Funds are reimbursed to an individual or school district after necessary paperwork is returned (i.e. documentation and approval).

| Section A   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| Participant: <input style="width: 90%;" type="text"/>   | Grade Level & Content: <input style="width: 90%;" type="text"/> |  |  |  |  |  |
| Payment to: <input style="width: 95%;" type="text"/>  |   |  |  |  |  |  |
| Address: <input style="width: 95%;" type="text"/>   |   |  |  |  |  |  |
| Email Address: <input style="width: 60%;" type="text"/>   | School District: <input style="width: 30%;" type="text"/>       |  |  |  |  |  |
| Activity/Event/Request: <input style="width: 95%;" type="text"/>  |   |  |  |  |  |  |
| Location: <input style="width: 50%;" type="text"/>  | Date(s) of Event: <input style="width: 40%;" type="text"/>      |  |  |  |  |  |
| A Rationale for this request: <input style="width: 95%;" type="text"/>  |   |  |  |  |  |  |
| ESU 7 Contact: <input style="width: 95%;" type="text"/>   |   |  |  |  |  |  |
| Estimated Expenses (Federal Per Diem Rate)  |   |  |  |  |  |  |
| *If this is sub pay paid from federal funds you will need to complete the Time and effort certification-substitute teacher form <a href="http://ww2.esu7.org/vimages/shared/vnews/stories/54c66a1a67225/Fixed%20Schedule%20for%20Substitutes.pdf">http://ww2.esu7.org/vimages/shared/vnews/stories/54c66a1a67225/Fixed%20Schedule%20for%20Substitutes.pdf</a> |   |  |  |  |  |  |
| Lodging   | Meals   | Registration                             | Mileage                                  | Sub Pay/Stipend                          | Other                                    | Total                                    |
| <input style="width: 95%;" type="text"/>  | <input style="width: 95%;" type="text"/>                        | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <b>Total Estimated Expenses</b>   |   |  |  |  |  | <input style="width: 95%;" type="text"/> |

**District Administrator Signature**

**Coordinator Signature**

**ESU 7 Office Use Only**

W-9 Completed:  Code:  Vendor:

| Actual Expenses                          |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| Lodging                                  | Meals                                    | Registration                             | Mileage                                  | Sub Pay/Stipend                          | Flat Rate/Respite/Scholarships           | Other                                    | Total                                    |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

**Coordinator/Director Signature**

**ESU 7 Administrator Signature**

# ESU 7 TRAVEL – NON EMPLOYEE REIMBURSEMENT PROCEDURES

## **RECEIPT (S):** Please attach the following:

- A) **All** meal receipts must be **ITEMIZED RECEIPTS ONLY.** (Credit card receipts showing only the total are **NOT** accepted unless attached with itemized receipt. Both receipts must be attached for reimbursement (credit card and itemized receipts). Handwritten receipts will only be reimbursed if the restaurant does not serve alcohol and a copy/photo of the menu is provided.
- B) Meal tips are reimbursed at 15% of the total bill.
- C) No alcohol receipts reimbursed.
- D) Meals are reimbursed at the IRS per diem rate.
- E) Parking in a Garage or Lot—receipt required for reimbursement. Airport Parking will be reimbursed at the long-term economy rate. Metered on-street parking costs do not require a receipt.
- F) Taxi, Uber...Etc must have a receipt. ESU will reimburse a 15% tip of total bill.
- G) Rental car summary of charges and confirmation required.
- H) Airfare itinerary and cost and payment summary required for reimbursement

## **MILEAGE:**

- A) Reimbursement is based on the **IRS mileage rate.**
- B) Central accounting requires map quest (beginning and end address and directions included)

To check for a Per go to: <https://www.gsa.gov/portal/category/100120>