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Educational Service Unit 7
Lead Customize Support Innovate

NEBRASKA EARLY LEARNING CONNECTION

PLANNED EXPENDITURES REIMBURSEMENT REQUEST FORM

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" (ESSA, 2015) A reliable website for evidence based activities can be found at https://www2.ed.gov/policy/elsec/leg/essa/guidanceuseseinvestment.pdf.

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).

Payment to Name/School:		Email:	

Address:		City, State, Zip:	

Activity/Event/Request:		Date(s) of Event:	

Location of Event:	

Rationale for this request:	

Estimated Expenses

Participant Name	Mileage	Mileage Amount	Registration Fee	Lodging/ Meals	Sub Pay/Stipend/ Flat Rate	Supplies Description	Supplies Amount

Particpant Signature	District Administrator Signature	Request Approved by ESU 7 Coordinator

Actual Expense Amount Reimbursed	Mileage Amount	Registration Fee	Lodging/ Meals	Sub Pay/Stipend/ Flat Rate	Supplies Amount

		Coordinator Expense Approved	Administrator Expense Approval
Invoice #			
Vendor Name			
Vendor Number			
Code			
Total to Pay			