

Education for Employment Expense Form

| Section #1: Teacher/Program Information | | | | |
|--|--|--|---|--|
| | | | EFE Program: | Date Form Received By Kalamazoo RESA: |
| Charge Expens | ses To: | Professional Dev | velopment Expenses | |
| Name of Event: | | | Location of Event: | , |
| Reason for Confere | nce/Field Trip/0 | CTSO: | | |
| Date(s): | | | # of Students Impacted (if applicable): | |
| Section #2: Est | | | WOULD WO A DE DE CUIDED FOR A | |
| Estimated | Detail of Ex | | NCURRING COSTS. 30 DAYS ARE REQUIRED FOR AL | DVANCE PAYMENTS. |
| Expenses | | , | Please indicate instructions to Kalamazoo RES | A staff: |
| | Registration | fee | ***Please send check and registration; comp | pleted registration form attached |
| | Lodging | | ☐ ***Registration has been faxed or submitted | online by teacher; please send payment |
| | Travel by car | r - miles: | ☐ Registration and payment made by teacher | who will request reimbursement |
| | Other (specif | fy): | ☐ No registration cost to Kalamazoo RESA | |
| | | T have receipts and car slisted below) | n NOT Lodging has been secured by teacher; teac reimbursement | ther will pay for lodging and will request |
| | Travel by hor | me district school bus | PLEASE NOTE: Original receipts showing payr. | ment must be included for reimbursements. |
| | TOTAL EST | IMATED | *** Lead time for Kalamazoo RESA to pay is | 30 days from registration deadline |
| Notes: Mileage | is from | place of emplo | yment to event and back (NOT from | home address) |
| ☐ Reimb | ursement to St | taff Student (| nd/or receipts must accompany request. Org. Dues Payment of Attached Invoice | ☐ Other: |
| ☐ Do you | | | A? (Payments will be delayed if it is determined that there i | is not a current W-9 on file) |
| | | | ? (Payments will be delayed if it is determined that there if | is not a current W-9 on file) |
| Section #4: Act | tual Expense | ses conference/field trip. <u>I</u> | MUST BE RECEIVED BY KALAMAZOO RESA WITHIN: ED - NO PHOTOCOPIES. | |
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Administrator Approval:_

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