



MEMORANDUM

TO: CTE Instructors
FROM: John Nasarzewski, DCTC Director
RE: Reimbursement Request Form - Important Information

Please remember that a DCTC Reimbursement Request Form is required for all Added Cost and Perkins expenses EXCEPT for purchases made through your Added Cost equipment and supply accounts. Please allow one week from the time you submit your request to DCTC for processing and to receive your approved reimbursement request.

The last day for submitting Reimbursement Requests is March 31st. All field trips/work-based learning trips must be completed by April 30th.

EQUIPMENT / WISH LIST PURCHASES:

The following applies to equipment that is not being purchased through your normal operating budget and has been issued a VC or SP number:

IMPORTANT: If you are ordering equipment, DCTC is NOT responsible for any infrastructure changes needed to accommodate the new equipment. This is the district's responsibility. You must get approval from your district PRIOR to ordering any equipment that will require infrastructure changes.

All approved equipment/wish list purchases must be completed IMMEDIATELY. Do not fail to act on approved reimbursement requests. There are grant deadlines that must be met throughout the school year.

You must submit all packing slips/backup along with your signed and numbered reimbursement request to your business office immediately upon receipt of equipment.

This is a reminder that INCOMPLETE reimbursement requests for conferences, field trips, student competitions, and other grant funds requests will simply be filed in an "inactive" file. **This includes failure to submit back-up documents with your request. All incomplete requests will not be approved, and no contact by our office will be made to get missing information.** There will be no reimbursements to districts for anyone who attends a conference, field trip, competition, etc. without obtaining prior approval by the DCTC.

The following items must be completed **prior to submitting** your DCTC Reimbursement Request Form:

1. Request forms must be approved and signed by your building principal.

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU HAVE THE REQUIRED AUTHORIZATION PRIOR TO ATTENDING EACH CONFERENCE. FAILURE TO FOLLOW PROCEDURES WILL RESULT IN NO REIMBURSEMENT TO YOUR DISTRICT FOR CONFERENCE EXPENSES INCURRED.

2. If a substitute is required, you are responsible for arranging one. If no substitute is available, you will be unable to attend. **Please be sure to get an accurate cost for a substitute from your business office.**
3. When requesting transportation for FIELD TRIPS, bus transportation will not be paid if a SIGNED REQUEST FORM is not on file. **You must contact your transportation director prior to submission to receive an accurate estimate of transportation costs (for both ways – to event and back) before submitting request.**

It is imperative that you submit one piece of back-up documentation such as a conference flyer, registration form, etc. with your DCTC Reimbursement Request Form.

ALL EXPENSES, including personal expenses, MUST BE PAID BY YOUR DISTRICT. Your district will invoice DCTC to recoup their expenses. DCTC does NOT reimburse teachers directly.

STUDENT COMPETITIONS

- Registration (if funds allow), transportation, and lodging fees are the only reimbursable expenses allowed for students under the State's added cost guidelines. All students must be currently enrolled in a CTE program.
- Advisor expenses will be reimbursed the same as workshop or conference expenses. Please follow the same procedures.
- The number of students, **INCLUDING NAMES AND HOME DISTRICT**, must be submitted at the time of the request.
- All transfer students must adhere to the educating district's code of conduct.
- The Summary Form, in Excel format, is available on our website (see below for address) and must be completed and submitted to your business office with your request for reimbursement.

REIMBURSEMENT PROCEDURES

After the conference, field trip, competition, etc., you must submit the following to your business office **WITHIN TWO WEEKS** in order to be reimbursed:

- a. A copy of the signed and numbered DCTC Reimbursement Request Form. You should leave the "ACTUAL EXPENSES" portion for your central office to complete.
- b. A completed Summary Form must accompany your reimbursement request and receipts. Please include the SP/VC number on this form. This form should be completed **AFTER** attending the workshop and **submitted to your business office – not to DCTC**.
- c. **ORIGINAL RECEIPTS WILL BE REQUIRED FOR ALL EXPENSES.** You must submit an **ITEMIZED RESTAURANT receipt** for all meals showing what was **ACTUALLY** purchased, **NOT A VISA/MASTERCARD RECEIPT**. Meal allowance per day is limited to \$40 will be strictly enforced. Reimbursement of tips will be limited to 20%. **If your spouse accompanies you to the conference, you must request separate meal receipts. If you purchase food for students, please get a separate receipt.**
- d. **You MUST submit PROOF of attendance at each conference.** **State auditors** are requiring our office to have a CERTIFICATE OF COMPLETION OR A COPY OF THE SIGN-IN SHEET on file.
- e. A copy of the completed registration form in the name of your school district **AND DCTC** must be submitted. If a school secretary completes your registration form for you, it is your responsibility to make sure DCTC is included on the form. It is very important that DCTC is acknowledged at these events. Our exposure at these events is vital to ensure continued receipt of funds from the MDE.
- f. ***Do not send your receipts and summary form to DCTC. Give them to your business office so they can reimburse you. Your business office will submit them to DCTC with their invoice.***

Your business office will issue a check to you for your expenses and will invoice DCTC for reimbursement referencing either the VC/SP control number assigned to that reimbursement request. Your business office will also provide DCTC with a copy of all above mentioned required documentation in order to receive reimbursement.

If you have any questions, please contact the DCTC office.

JN/jl

cc: Building Principals
Business Managers

www.dctc-cte.org