

Scholarship Program

Attendee Expense Reimbursement From District

Date: _____
 Name: _____ Phone: _____
 District: _____
 Event Name: _____

Please list expenses below along with either the reason or budget category for the expense, for tracking purposes. Attach receipts (for parking, airfare, car rental, hotel rooms, meals, etc.) to this form and submit to your district.

Below are guidelines imposed by the Pool Administrator and are not meant to replace or exceed those of the district.

- *Mileage is calculated at the Federal Government Rate which is 53.5¢ per mile
- *Anything over \$25.00 requires a receipt
- *\$25.00 limit for each breakfast or lunch
- *\$50.00 limit for each dinner

Scholarship Reimbursement Limits

- *\$350.00 scholarship reimbursement limit for SDA or Pool Workshops
- *\$750.00 scholarship reimbursement limit for SDA Conference

The Pool will only reimburse costs directly to the district. All expenses must meet the district's own reimbursement policy.

Expenses to be Considered for Reimbursement:

<u>Date</u>	<u>Expense Category</u>	<u>Expense</u>
_____	Registration Cost	\$ _____
_____	Mileage (53.5¢ per mile) : _____ x 53.5¢ =	\$ _____
_____	Hotel Cost	\$ _____
_____	Meals	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
	Total Reimbursement:	\$ _____

Note: District is responsible for reimbursing the individual attendee directly. For a district to be reimbursed, they must complete the online Reimbursement Form on the CSD Pool website at: <http://www.csdpool.com/ScholarshipExpenseReimbursementForm.php>