BLADEN COUNTY SCHOOLS
FINAL REIMBURSEMENT REQUEST FOR
PROFESSIONAL DEVELOPMENT ACTIVITIES

All final reimbursements must be submitted to finance within 30 days after activity is complete. All May and June reimbursement requests must be submitted to finance no later than June 15 in order to be paid. Reimbursements submitted after June 15 will not be accepted for payment. We are not allowed to cross fiscal years for reimbursements. Hotel receipt must be submitted in order to receive travel reimbursement. Attach agenda, hotel receipt and any other receipts needed for reimbursement.

Name _____ Employee ID _____
Last First MI

Email Address: _____ School Assignment _____

Title of Activity/Course/Workshop _____ Date(s) of Activity _____

Location _____ Institution Offering Credit _____

Type	In-State	Details	Out-of-State
Breakfast	$10.10	Leave before 6:00 a.m.	$10.10
Lunch	$13.30	Lunch allowed only when overnight stay is required	$13.30
Dinner	$23.10	Return after 8:00 p.m.	$26.30
Lodging*	$89.10	*Attendees must utilize conference preferred lodging and rates. If conference lodging is booked or unavailable, alternative lodging must have prior approval by the attendee's supervisor.	$105.20
Travel		$0.67 per mile	

ENTER ACTUAL COST TO BE REIMBURSED

$_____ Registration

$_____ Lodging Total # Nights Stayed _____

$_____ Meals # Breakfast _____ # Lunches _____ # Dinners_____

$_____ Travel Total Miles to and From _____

$_____ Other Attach Documentation

$_____ Total Reimbursement

Expense Code: _____

Departure Date and Time: _____

Return Date and Time: _____

Employee Signature: _____ **Date:** _____

Supervisor/Program Director Signature: _____ **Date:** _____

Finance Officer Signature: _____ **Date:** _____

NOTE:
To verify completion and CEU credit, you must submit to the Human Resources Office, a grade report or a "Certificate of Credit" upon your return.