

Snoqualmie Valley School District #410

SNOQUALMIE VALLEY ADMINISTRATIVE PROFESSIONALS ASSOCIATION

Request for Reimbursement

Each bargaining unit member is eligible for reimbursement of tuition or registration costs associated with classes that provide professional development opportunities up to \$150.00 per registered or actively enrolled member per year. Receipts for reimbursement must be attached to this document. Guidelines for reimbursement are the same as SVSD guidelines; receipt must be itemized or a copy of bank statement for payment verification required.

In lieu of registration fees, hours may be reimbursed. Hours will be paid at your hourly rate of pay plus benefits. Verification from class instructor or online receipt must be presented with this form.

Completed forms should be sent to Karen Seiser (NBE) within a month of class completion.

Employee Name (Print): _____

School Name: _____

Name of Activity: _____ Date: _____

Cost of Class/Registration \$ _____ (Receipt attached)

OR

Hours in Class: _____ (Instructor or online verification must be attached)

Mileage: _____ (Will be paid at current IRS rate)

Member Signature: _____ Date: _____

SVAPA Approval: _____ Date: _____

District Office Approval: _____ Date: _____

Calculations below will be done by SVAPA and/or DO Staff:

Item	Qty	Rate	Total
Class Registration Fee			
OR Hours in class + benefits			
Mileage			
		Total Reimbursement:	

Account Code:

10 E 530 0100 31 7330 1079 0200 0069 1 (For training, non-tuition)

10 E 530 0100 31 8580 1079 0200 0069 1 (For Travel)

10 E 530 0100 31 3130 1079 0200 0069 1 (For extra hours for PG)

Snoqualmie Valley SVAPA Professional Growth Account Codes

For any training and development services for purchase orders or staff reimbursement (that are not tuition reimbursement), please use account:

10 E 530 0100 31 7330 1079 0200 0069 1

Any travel, please use account:

10 E 530 0100 31 8580 1079 0200 0069 1

Any extra hours for professional growth, please use account:

10 E 530 0100 31 3130 1079 0200 0069 1