



INDIAN RIVER SCHOOL DISTRICT COURSE REIMBURSEMENT COMPLETION PROCEDURE

**PLEASE NOTE THAT ALL OF THE FOLLOWING STEPS MUST BE COMPLETED TO BE
CONSIDERED FOR COURSE REIMBURSEMENT**

THE FOLLOWING ITEMS ARE NEEDED FOR COURSE REIMBURSEMENT:

- COMPLETED & APPROVED PROFESSIONAL GROWTH APPLICATION FORM
- COMPLETED PERSONAL EXPENSE REIMBURSEMENT FORM
- UNOFFICAL OR OFFICIAL TRANSCRIPT
- PAYMENT SUMMARY OF COURSE(S)

Details on each of the requirements are listed below.

IRSD Professional Growth Application Form

- This form is required to be completed **and** approved prior to the start of class.
- Refer to IRSD Professional Growth Application and Procedures documents.
- The professional Growth Application Form can be located on Frontline Central.

Complete Personal Expense Reimbursement Form

- This form can be found at www.IRSD.net Staff - Forms & Documents-Personal
- If you need to set up a new vendor ID number, please got to <https://esupplier.erp.delaware.gov> Click on User Registration- Register as a Supplier-Employee.

If your vendor number is inactive and/or active and you need to change your name, address or banking information, please contact vendor assistance at 302-526-5600 or email them at FSF_Supplier_Maintenance@Delaware.gov

When filling out the Personal Expense Reimbursement Form, be sure to do the following:

1. Place all courses on one page. Multiple courses can go on one form. If the number of classes exceeds the allotted spaces on the form, you may send 2 forms.
2. Sign and date form under "Employee Certification" Block- (Upper right corner)
3. Indicate beginning and end dates for each class under "travel dates"
4. Indicate Name of College under "reason for travel"
5. Name, class number, and number of credits under "expense description"
6. Amount: Leave blank- The amount will be filled in with the allotted amount for each staff member.

The following documents are to be obtained and uploaded to Frontline Central:

- Official or Unofficial Transcript for grade(s). Be sure your name and Student ID number are on the transcript. Screenshots and grade slips are not accepted.
- Statement/Invoice from college showing the breakdown of tuition, fees, scholarships, and miscellaneous charges for Fall, Winter, Spring, and summer sessions.

The deadline to have packets received are as followed:

Summer/Fall class packets will be due December 2, 2024.

1. Include classes ending December 31, 2024.
2. Unofficial transcripts will be due the week ending January 17, 2025.

Winter/Spring class packets will be due no later than May 1, 2025.

1. Include any classes that grades will be available by June 2, 2025.
2. Unofficial transcripts will be due no later than June 2, 2025.

Any questions regarding this process, please reach out to me via email at,
Jessica.rogers@irsd.k12.de.us