Reimbursement Procedure

The Grand Valley State University Charter Schools Office (CSO) encourages participation in professional development opportunities that will enhance the teaching and learning experience for all. We are proud to provide financial reimbursement to off set the expense of participation in pre approved activities.

If you are a faculty, staff or board of education member within our portfolio of schools and have participated in a pre approved Charter Schools Office professional development activity and are seeking reimbursement please submit ***an invoice, after the cost has been incurred, with supporting documentation*** *(Ie. receipt or invoice)* ***to:***

Grand Valley State University
Business & Finance Office
1 Campus Drive
201 Lake Michigan Hall
Allendale, MI 49401

On your invoice please:

√ Bill To: Charter Schools Office
√ Indicate the date and name of the event
√ Provide a description of the reimbursement (Ie. Substitution Expense, Registration Expense, etc.)
√ Indicate the ***total*** cost incurred.

Invoices for Fall events should be submitted by January 1, 2010 and invoices for Spring events should be submitted by June 30, 2010. Invoices can include multiple requests but should be itemized per event and will be reimbursed according to the pre determined rate.

SAMPLE INVOICE

Acme Academy

123 Street Lane
Suite A
Grand Rapids MI, 12345

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

Invoice

Due Date:

Bill To:

Charter Schools Office
201 Front Avenue SW
Suite 310
Grand Rapids MI 49504

Date	Activity/ Event	Description	Quantity	Unit Price	Amount Due
01/25/2010	Event Name	Substitution Expense	No. of Subs	Amount per Substitute	Total
01/26/2010	Event Name	Registration Fee- John Smith	1	Amount per participant	Total
01/26/10	Event Name	Registration Fee- Jane Smith	1	Amount per participant	Total
				TOTAL	

GRAND VALLEY STATE UNIVERSITY
CHARTER SCHOOLS OFFICE

201 Front Avenue SW
Suite 310
Grand Rapids, MI 49504

Phone: (616) 331-2240
Fax: (616) 331-2085