



Request for Workshop / Conference Reimbursement

HISD Private Non-Public Schools NCLB Title IIA 2009-2010

Participant seeking reimbursement must complete this form and submit all supporting receipts and certificate/proof of attendance to Linda Bromert / Mind Streams, 7227 N. 16th Street, Suite 190, Phoenix AZ 85020 or fax to **866-568-9641**. Please allow four weeks for processing.

PLEASE NOTE: Reimbursement can be made only to the individual participant. NCLB Title IIA guidelines prohibit direct reimbursement to schools. Only those workshops held outside the greater Houston area* are eligible for lodging, mileage, and meal reimbursement. Ground transportation (shuttles, taxis), alcoholic beverages, tips and parking fees are **NOT** allowable expenses.

Approval received (date): _____ (Approval must be obtained before reimbursement is requested)

Name of Participant: _____ **Today's Date:** _____

Mailing Address: _____ **Participant Email:** _____

_____ **Participant Phone:** _____

School: _____ **Principal:** _____

School Phone: _____ **School Fax:** _____

Conference/Workshop Title: _____

Location: _____ **Date:** _____

REIMBURSEMENT:

Registration Fee (attach proof of payment by individual) \$ _____

Complete the lines below and attach receipts only if workshop occurred outside the greater Houston area boundaries:*

Lodging (up to \$85 per day) \$ _____

Mileage (55 cents per mile) or **airline ticket, whichever is less** \$ _____

Meals (up to \$36 per day) \$ _____

TOTAL REIMBURSEMENT REQUESTED: \$ _____

*Greater Houston area includes: Harris, Ft. Bend, Montgomery, Brazoria, Galveston, Liberty, Waller, Chambers, Austin, and San Jacinto counties

Submit form(s) to Linda Bromert via FAX (866) 568-9641
or mail to 7227 N. 16th St., Suite 190, Phoenix, AZ 85020
Questions (866)822-8234