

Professional Learning & Conference Reimbursement



The Mapleton Elementary School/South East Education Cooperative (SEEC) receives a Title III supplemental grant from the North Dakota Department of Public Instruction on behalf of participating districts within the SEEC and NESC Title III Consortium. There are multiple opportunities to attend EL-related professional learning events or conferences during the 2022-23 school year. Title III will reimburse EL teachers for their attendance using the following guidelines.

Each school district requesting funds will be reimbursed for the following expenses:

- Mileage for 1 vehicle per district @ \$0.625 per mile
- Hotel for each participant at state rate (include receipt)
- Registration for each participant
- Meals for each participant dependent on travel hours (state rate of \$7 breakfast, \$10.50 lunch, \$17.50 supper = up to \$35/day in travel for meals **not provided** at training event).
- Please complete one form per teacher, collect all forms from your district and submit together after the event to Kerri Whipple at SEEC (no forms for 2022-23 travel will be accepted after June 15).

Professional Learning & Conference Reimbursement Form

School District Name	
Teacher Name(s)	
Registration Fee	\$
Mileage	\$
Hotel	\$
Meals	\$
Total	\$

Superintendent or Business Manager Signature

MES/SEEC EL Program Manager Signature

MES/SEEC Approval Date _____



Mapleton Elementary School