

**WALTER JOHNSON HIGH SCHOOL
EDUCATION FOUNDATION
PROCEDURES FOR REIMBURSEMENT OF
PROFESSIONAL DEVELOPMENT EXPENSES**

Reimbursement of approved professional development expenditures incurred by faculty at WJ High School from funds available for this purpose from the WJ High School Education Foundation will be made only as follows:

1. *Application* -- The Walter Johnson High School **Request for Professional Development Grant** must be completed and signed by the participating teacher/staff and by the applicable Resource Teacher. The request must include the completed **Statement of Expenses** with an estimate of expenses. ***The completed application is to be submitted to Principal, WJ High School.*** The Principal will provide to the Foundation a complete copy of any application for which Foundation funds are requested.

Applications will be accepted twice each school year; once in the spring and once in the fall. Professional Development due dates, review dates and notification dates are as follows:

Spring: Application due date, March 31; reviewed by May 8th; notification by May 15th

Fall: Application due date, October 1; reviewed by November 8th; notification by November 15th

2. *Request for Reimbursement* -- A copy of the completed Statement of Expenses, with actual expenses and substantiation, including receipts, must be submitted for reimbursement. Program costs that are payable in advance will be paid by the Foundation directly. Please include correct payee name.

3. *Reimbursement Due Date* -- Completed expense forms must be submitted to the Foundation within 30 days following completion of the program for which reimbursement is sought. Failure to submit within 30 days may result in denial of the reimbursement.

4. *Evidence of Completion*: Teacher/staff must submit evidence of program completion within 30 days of completion. Failure to provide such evidence will result in withdrawal of grant funds. Any funds already distributed for the program will be immediately due and payable by the grantee.

If you have any questions, you may contact Marney Jacobs, President of the WJ High School Education Foundation

School Year: _____
File Number: _____

STATEMENT OF EXPENSES

*If the program is approved, you must submit a copy of this form with substantiation of your expenses, including receipts, **WITHIN 30 DAYS** following completion of the program. Failure to submit within 30 days may result in denial of your reimbursement.*

The expenses below are estimated / actual expenses (circle one).

Your Name: _____

Date of Program: _____

Location: _____

Registration Fee: _____

Materials (itemize): _____

Other (describe and itemize): _____

Total Expenses: _____

Teacher _____ Date: _____