



Procedures for Requesting Approval for Conferences, Workshops, and Courses

Submit the following to your supervisor at least 30 days in advance of the conference, workshop, etc. via email or mail:

1. Request for Approval for Conferences, Workshops and Courses Form
2. For consideration to attend a course during work hours, complete and submit a PD #19 form (Application for Excuse of Absence with Pay) signed by your principal(s)
3. Brochure or course description with the amount of the tuition circled

Note:

- You may not attend a non-DOE workshop that occurs during school hours without prior approval from your Supervisor.
- Applications will be reviewed on a case-by-case basis and all courses must be relevant to school-based practice.
- Late Fees, Program Fees or other additional fees are not covered by Tuition Reimbursement and are the responsibility of the applicant.
- Upon approval, all forms will be returned to you via email or regular mail. Keep approved form for your records and for submission when requesting for reimbursement.

Procedures for Requesting Tuition Reimbursement

Submit all items below to Charles Stamm, 52 Chamber Street, Room 220, New York, NY 10007 via mail only within three months of completion of the conference, workshop, or course. Failure to submit in a timely manner may result in delay or denial of reimbursement.

1. Signed Request for Approval for Conferences, Workshops and Courses Form
2. PD-19 form, if course is taken during school hours
3. Brochure or course description with the amount of the tuition circled
4. Proof of attendance: copy of certificate of attendance/completion
5. Proof of payment: copy of canceled check (both sides) or credit card statement. If you paid in cash, submit original receipt. Please note that the check and credit card used or original receipt **must be in your name**.
6. Imprest fund form, fill out the following sections:
 - a) Your DOE **Reference #** under the space for Vendor#/SSN (don't use your SSN).
 - b) Your name and mailing address.
 - c) Brief (course) description and justification.
 - d) **Original signature**

Note:

- Keep copies of all submissions for your records. Failure to submit all requested documentation will delay the processing of claims for reimbursement. Any claims for reimbursement must be within the yearly contracted amount. Keep track of your expenditures as any overages will not be reimbursed.