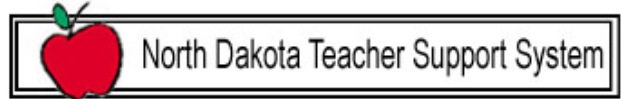




PROJECT REIMBURSEMENT CLAIM FOR TRAVEL
 EDUCATION STANDARDS AND PRACTICES BOARD
 SFN 59231 (10-2009)



Instructions for Project Coordinator:

1. Collect forms and receipts, verify accuracy, make payment to teacher, request reimbursement, and **attach forms**.
2. Use more than one sheet if necessary, sign both sheets, and total on second page.

Project Name	Date
Project Coordinator	
Reimbursement check should be made out to	

Travel reimbursement is requested for:

Name	Date(s) of Travel	Amount
Total		= \$
Signature of Project Coordinator		
X		

Submit completed form with attachments to: **Laurie Stenehjem**
Teacher Support System Grant Program Coordinator
 Education Standards and Practices Board
 2718 Gateway Avenue, Suite 303
 Bismarck ND 58503-0585
 Phone: 701-328-9644 Fax: 701-328-9647
 Email: lstenehj@nd.gov

For TSSPG staff use only	Date paid	Check number
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All forms for the Teacher Support System Mentoring Grant can be found online at <http://www.nd.gov/espb/profdev/forms.html>

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