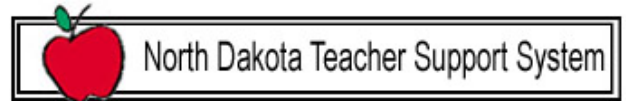




**TEACHER SUPPORT SYSTEM GRANT INDIVIDUAL TRAVEL REIMBURSEMENT CLAIM**  
 EDUCATION STANDARDS AND PRACTICES BOARD  
 SFN 59235 (10-2009)



**Instructions for Teachers:**

1. Attach a copy of the meeting attendance verification form.
2. Enter amount of expenses that you incurred. Do not include automobile mileage unless you drove your own vehicle.
3. Attach receipts for hotel costs. Actual receipts are required; copies of credit card slips are not acceptable.
4. "Other" costs must be explained and receipts(s) attached.
5. Submit completed form to the Project Coordinator for reimbursement.

**Instructions for Project Coordinator:**

1. Collect forms and receipts, verify accuracy, make payment to teacher, request reimbursement, and attach records.

Name		Date Submitted	
School	City	TSSG Project Name	
Reason for travel		Meeting dates	
Departure Date	Departure Time	Return Date	Return Time

Number of Breakfasts (if not provided)	X \$5.00	= \$	Total for meals = \$
Number of Lunches (if not provided)	X \$7.50	= \$	
Number of Dinners (if not provided)	X \$12.50	= \$	
Lodging			= \$
Name of person room was shared with, if any:			
Other-Explain			= \$
Automobile Mileage (Round Trip)	X \$ .55		= \$
<b>Total</b>			<b>= \$</b>

Signature X	
Signature of Project Coordinator X	Date paid
	Check number

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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