

### Request for Reimbursement for Field Trips or Competitions

1. When submitting a request for reimbursement for costs related to field trips for gifted students or students on talent pool list, please include the following
  - a. List of students who participated on the trip. If you have students who participated who are not on your gifted/talent pool list, then the district cannot request reimbursement for those costs.
  - b. Description of how this field trip relates to content standard goals, affective goals, or programming for gifted students.
  - c. If a substitute is required for the educators, include the name of the teacher, plus the name of the substitute is required. Attach appropriate district form.
  - d. Include any receipts for costs connected to the field trip (i.e. lunches, entry costs)
  - e. If transportation was provided, include bus invoice.
2. Remember, that if other students are attending the field trip or competition, reimbursement will be given on a percentage based on the percentage of gifted/talent pool students from the entire total.
3. Additional supporting documents:
  - a. Cancelled check
  - b. Check stub report
  - c. Receipt
  - d. Invoices
  - e. Paycheck stub report
  - f. Per diem reports