

Approval Form for Girls Engineer It! Transportation Reimbursement

This completed form must be turned in and approved by Felicia Cullars at the Georgia Department of Education prior to the event and before any reimbursements can be made. When your request is approved by GaDOE you must submit the following reimbursement paper work by October 31st, 2018.

Email this form for approval to fcullars@doe.k12.ga.us

School Name:

Teacher Contact:

Teacher email:

How many teachers will be chaperoning your students?

How many students are you bringing to the Girls Engineer It event?

How do you plan to transport them?

How many miles is it from your school to the event?

What is the estimated cost of the trip?

For office use only:


Approved

Not approved

(Rationale for not approving):

Girls Engineer It Reimbursement Procedures
Savannah, Ga
10/20/2018

IN ORDER TO RECEIVE A REIMBURSEMENT, WE MUST RECEIVE THIS DOCUMENT ON OR BEFORE *Oct. 31, 2018*

 This document will serve as an invoice for your **Girls Engineer It Day** travel reimbursement for Oct. 20, 2018. Please be sure that this document is included **with a cover letter on official school letterhead (see below for sample letter)**. This document and cover letter describing the event should be **sent via US mail to Felicia Cullars**, 1770 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, GA 30334 **or via email to fcullars@doe.k12.ga.us (we must have an original OR electronic signature to process)**:
NOTE: THE SCHOOL WILL WRITE THE TEACHER A STIPEND CHECK TO PAY THE TEACHER FOR THE SATURDAY EVENT AFTER THE SCHOOL DISTRICT RECEIVES THE REIMBURSEMENT FROM THE DOE.

PLEASE FOLLOW THE ABOVE INSTRUCTIONS AND PRINT THE FOLLOWING INFORMATION:

District Name _____

Name that the check should be made to: _____

Mailing address for the check: _____

FEI # _____

Phone # _____

Contact Person: _____ Email address _____

Bus Rental/1 day Or Teacher mileage round trip if driving personal car.	Bus Driver Salary	Mileage	# of Students	\$50.00 Stipend for Saturday attendance of teacher	TOTAL Cost to Reimburse
				\$50.00	

Superintendent or an official finance officer signature

_____ Date _____

Departmental Use Only:

Approved by GA DOE _____ Date _____

Sample Letter from District/School

October 20, 2018

Felicia Cullars
Girls Engineer It
1770 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, GA 30334

Ms. Cullars,

One of our teachers, _____, attended the Girls Engineer It Day event on October 20, 2018. Attached is the reimbursement request for our bus driver, in the amount of \$_, and the request for the \$50 teacher stipend. The total amount due is \$.

Please mail payment to:
County Board of Education
Attn: Business Department
P.O. Box
_____, GA

Please feel free to contact me if you need any further information.

Thank you,

Director of _____

_____.net