

# INTERN GRANT PROGRAM

## FALL - SPENDING PLAN/REPORT

### REIMBURSEMENT INFORMATION

The money provided for intern teaching expenses is dispersed in the form of a reimbursement. Please list below the items on which you have or will be spending your intern grant money during the given semester (Fall Semester being Fall I and II, and Spring Semester being Spring I and II). Appropriate items include classroom supplies, professional books or testing fees, conference registrations, etc. Please do not include receipts; your signature is legally binding.

You are entitled to not more than \$500 each semester *plus* the amount you paid online for your credential. If Value A is greater than the allowed amount, then request \$500 plus Value B. If you did not pay for your credential or have already been reimbursed for that cost, leave Value B blank.

### EXPENSE LIST

Description of Item	Cost
Sample: Classroom library books	253.13
Sample: RICA fee	134.00
Sample: TEP 505 textbook	35.16
Total for Professional Expenses	(Value A)
Re-imburement for Credential On-line	(Value B)
<b>Total</b>	<b>(A + B)</b>
<b>Requested Reimbursement</b>	<b>(\$500 + B)</b>

### LEGAL AGREEMENT

I attest that these funds have, or will be, used exclusively for my training, professional development, and/or professional books or supplies. I also attest that, upon request, I can provide an itemization of all expenditures, including receipts.

**Intern Teacher:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_