

INTERN GRANT PROGRAM

SPRING - 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)	
Total (A + B)	
Requested Reimbursement (\$500 + 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 Signature: _____

Please Print Name: _____

Date: _____