

# Comprehensive Induction Program

## Substitute Reimbursement Request Form

### DIRECTIONS:

To request reimbursement for substitutes covering for educators so that they may conduct mentoring related activities such as mentoring observations, conferences or meetings with new educators, email the following to Carol Frisa ([carol.frisa@doe.k12.de.us](mailto:carol.frisa@doe.k12.de.us)):

- This completed and signed form
- The required financial documentation (IV/PFA with all required back-up). *For PFAs, use the most recent PFA document provided by the Dept. of Education. Failure to do so will result in your submission being returned unprocessed.*

### TIMELINE:

- Submit the substitute reimbursement **within a month of the activity**. Funds are disbursed on a first come, first served basis. Once funding has been exhausted, no further reimbursements will be processed.
- If you are planning a mentoring activity that will involve *multiple substitutes in one day*, you must submit this form a minimum of **FOUR WEEKS PRIOR TO THE EVENT** for review and approval to ensure funds will be reimbursed.

### IMPORTANT NOTES:

- These funds are for **mentoring use only**; therefore, the **entire amount of time** that the substitute is used *must* be spent on a mentoring related activity. *(You are encouraged to plan multiple observations and conferences on the same day or use ½ day substitutes.)*
- **Substitutes shall be paid the amounts for the various classes of substitutes as provided for in 14 Del.C. §1326 regardless of the amount the District is paying.**

***PLEASE SHARE THIS WITH YOUR BUSINESS OFFICE***

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Name of Educator covered by substitute	Date(s)	Activity <i>(e.g., Observation, Meeting, etc.)</i> <i>PDMS Course # if applicable</i>	Name of new educator being observed – if applicable <i>(Mentee or other educator)</i>	Name of Substitute	# of hours	Amount

Site Coordinator Approval: \_\_\_\_\_

DOE Program Manager Approval: \_\_\_\_\_