

2015-16 Partnership School Title I Reimbursement Procedures

Schools must submit their annual Title I Budget to the Title I Office by **September 25, 2015** on the required form. Title I provides supplemental support including instruction for students, professional development for teachers of Title I students, and parent involvement activities for parents of Title I students. The budget should be set up according to how the Title I funds will be expended during the school year. Instruction, professional development and parent involvement become the categories for budget planning.

Reimbursement will be made to schools three times a year. The Title I Expenditure Claim Report should be submitted on **December 11, 2015, March 25, 2016 and June 10, 2016**. The claim report includes supplemental support. When submitting the Title I budget and claim, schools are to submit the name of any employee or contractor paid from Title I funds and indicate the academic area supported. Changes in this support should be reported to the Title I Office. Please note that the budget and claim forms are combined into the same Excel workbook and designated by tabs at the bottom of each sheet. The workbook contains one budget form and 3 claim forms – one for each claim. Remember to change the date on the form when submitting for each claim period.

The claims on the Title I Expenditure Claim Report should match the amount of the line items from the annual Title I Budget submitted in September. If the claim amounts are not the same, the school must provide written justification for the change.

Title I staff will review the Title I Expenditure Claim Report for appropriate expenditures. If there are corrections or concerns regarding the expenditures, the school leader will be contacted immediately. ***Additional documentation may be requested from the Title I office or the Office of Finance at any time for further processing of expenditures.*** If there are no corrections or concerns, the Title I Coordinator will forward the request for reimbursement to the Office of Finance for further review and processing. Once the reimbursement has been reviewed and processed by the Office of Finance, it will be returned to the Title I Office.

Please designate on the Title I reimbursement claim form the method for check distribution (pick up in Title I or certified USA mail). To pick up the reimbursement, the school leader must provide the Title I Office with identification to be copied and must sign off that he/she has received the reimbursement.

Documentation requirements when requesting claims for Parent Involvement, Professional Development, and Purchase of General Service Reimbursements

All expenditures must be allowable according to federal guidelines. Expenditures that are not allowable will not be reimbursed. The expenditures submitted for reimbursement must be dated and have a clear description of the activity, purchase or service provided.

Documentation may include, but is not limited to:

- **a copy of the cancelled check(s)**
- **a copy of the credit card statement(s), if applicable**
- **a copy of the paid invoices**
- **a copy of dated receipts with items to be reimbursed identified**
- **a copy of the payroll register, if requesting salary reimbursement**
- **a copy of dated sign in sheets, agendas or other training evidence**

When attending professional development trainings out-of-state, requested documentation may include the following, but is not limited to:

- **a copy of the registration form***
- **a receipt for registration***
- **proof of participation (name tag or other proof of attendance)***
- **a receipt for the hotel showing all charges with a zero balance (Title I will pay taxes on an out-of-state hotel charge)**
- **parking or toll receipts (if applicable)**
- **an agenda of the activities***
- **a summary of all expenditures for travel**

*These items may be used to support the claim of expenditures for local professional development trainings.

NOTE: *Title I does not reimburse taxes. All Title I expenditures must be documented on the required forms and supporting documentation must be provided with a detailed explanation of the Title I expenditures.*

Special Note: Time and effort reporting is required for positions of less than 1.0 FTE paid from Title I.
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