

Local School Board Training Reimbursement Requirements

The Local School Board Reimbursement Program allows districts to submit for reimbursement of up to **\$100 per school board member** for approved training.

1. Required Documentation

All reimbursement requests must include **proof of attendance**. Acceptable forms of documentation include:

- Board member transcript
- Proof of attendance email from an approved provider
- Board meeting minutes with invoice

2. Quarterly Submission Deadlines

Quarter	Dates Covered	Submission Deadline
Quarter 1	October 1 – December 18	December 18
Quarter 2	December 19 – March 18	March 18
Quarter 3	March 19 – July 18	July 18
Quarter 4	July 19 – September 18	September 18

3. Review and Approval Process

- Requests will be reviewed **after each quarterly deadline**.
- If a submission is incomplete, inaccurate, or requires modifications, it will be **denied for that quarter**.
- Denied requests may be **corrected and resubmitted in the next quarter** with the required documentation.

4. Quarterly Payouts

- Approved reimbursements will be paid out **after the close of each quarter**.

5. Availability of Funds

- Reimbursement is available **until allocated funds are exhausted**.
- Funding will be distributed on a **first come, first serve basis**.