



# BULLOCK COUNTY BOARD OF EDUCATION

108 HARDAWAY AVENUE WEST  
POST OFFICE BOX 231  
UNION SPRINGS, ALABAMA 36089-0231



## CHECKLIST FOR REIMBURSEMENT

- \_\_\_ Completed Request for Reimbursement Form
- \_\_\_ Agenda or Certificate of the Professional Development. (**Please indicate on the PD form if an agenda was not available**)
- \_\_\_ Signed PD approval form with Principal and Superintendent's signatures.
- \_\_\_ ITEMIZED (**must show what was purchased**) receipts, if any.

If your request does not have the following, it will be returned which may delay your reimbursement getting processed in a timely manner.

### **Additional Information:**

Mileage is \$0.575/mile

Meal expense – One day PD is \$50/day; Overnight Pd is \$75/day

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*Rigor, Relevance & Relationships*

Telephone: 334/738-2860 > Facsimile: 334/738-2802 > Website: [www.bullockcounty.schoolinsites.com](http://www.bullockcounty.schoolinsites.com)