



Reimbursement Form

for Substitute Teacher Expense

Georgia CEC Annual Conference 2012

Principals,

The Georgia Council for Exceptional Children recognizes the current economic struggle faced by schools as well as the ongoing need to provide valuable professional learning opportunities. In support of our systems and the teachers of our special needs students GaCEC is pleased to be able to offer up to a \$75.00 reimbursement for **substitute teacher** expense incurred by schools for teachers to be able to attend the Georgia CEC Annual Conference February 24-25, 2011 in Macon, Georgia. Reimbursement will be available for the first fifty **Reimbursement Forms** received with principal signature acknowledging that a substitute teacher is needed and actual expense will be incurred to secure a substitute teacher for the teacher registered to attend the conference.

System: _____

Check Payable to: _____

Address: _____

Phone #: _____

Actual Cost incurred to hire the substitute teacher: _____

Name of the teacher who is attending the conference: _____

Principal's assurance:

I (name of principal) _____ acknowledge that expense was incurred to hire a substitute teacher for the teacher named above so that he/she could attend the professional learning opportunity provided at the Georgia Council for Exceptional Children Annual Conference in Macon, GA and request reimbursement for the actual expense incurred (indicate amount) _____. Maximum reimbursement will be \$75.00

Signature of principal

Date

Please send a copy of the completed form to Dr. Suzanne Carter scarter@walton.k12.ga.us. Forms will be date stamped when received and considered in the order in which they are received.