

INSTRUCTIONS – REIMBURSEMENT REQUEST

CARES Act (ESSER Fund)

Receipts **MUST** be submitted within 30 days after travel or the reimbursement is forfeited.



1. Complete the form on the computer in order to request any reimbursements from the CARES Act (ESSER Fund).
 - **Excel 2010 (or higher)** must be operating on your computer for the document to function properly.
 - **Complete all six fields** at the top of the form with the identifying information.
 - Use the drop-down box above the table before the word, **“INSTRUCTIONS”**, to **indicate the grant funds** from which to process the reimbursement.
 - There are five **areas for reimbursement** indicated on the black bars across the page: (1) Related Expenses, (2) Room Expenses, (3) Parking, (4) Transportation, and (5) Food.
 - Be sure to enter the **GSA per diem rate** per the date of your travel. There are two places on the form where the rate may be entered: Transportation > Mileage and/or Food
 - *Do not mark in the last column of the table* (light blue heading). This is for Catapult Learning use only.
 - **Enter all necessary data** on the document for processing. The form is an Excel document, so the rows and columns will automatically calculate based on the formulas in the spreadsheet. The cells will respond to the data entered, but you must be sure to click or enter once the last data is entered so that the total will enter or update



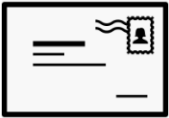
2. Email all information –form and receipts – to the **Catapult Learning Professional Development Coordinator**.
 - Include two attachments on the email:
 - Attach **eligible receipts** and supporting documentation (e.g., proof of attendance, driving directions, lodging receipt, etc.) **in the order of the travel expenses listed on the Reimbursement Request form. This must be scanned and attached to the email. Receipts with any ineligible items will not be reimbursed.** IMPORTANT: See your Private Nonprofit Schools Handbook for more information.
 - Attach your **completed Reimbursement Request form** using the standard attachment process for documents (e.g., share as attachment, insert, or paperclip). **Do not scan the Reimbursement Request form.** If you scan the document, the form cannot be edited to make needed corrections or to indicate approval or non-approval.
3. Catapult Learning will acknowledge via email that your initial submitted information has been received.

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4. Catapult Learning will contact you again by sending the form back to you with the light blue column marked, indicating approval or any edits/changes/non-approvals to what has been submitted.
 - The totals may be corrected as necessary to inform of the exact amount of the reimbursement.
 - Also check the *Comment* Box at the bottom of the form in case there are notes.

IMPORTANT: Submit only one email per traveler with that person's supporting receipts and other documentation. This is for ease of communication to that specific individual regarding their own submitted documents (if follow-up is needed).

Do not group all documents for all persons on one email for the same trip or event.



REMINDER: Checks will not be mailed to personal addresses. *All reimbursement checks are mailed to the PNP School for tracking purposes.* **Allow 30 calendar days for processing the reimbursement after the request is submitted.**