



# Reimbursement Process

School/Districts Advance Expenses



District Submits Monthly Claims Reimbursement  
via PI Database

Must include:

- A reimbursement request form for each activity
- An agenda or schedule for the approved activity
- List of attendees in Performance Insights Data System
- A list of the names of staff participating
- Costs for registration and/or materials used in the activity
- Appropriate purchase orders

GEAR UP SWV Central Office Staff Approves  
Reimbursement and Sends Funds