



# On-Site College Visit Program 2018-2019

# On-Site College Visit Reimbursement Protocol September 2018 through June 2019

Greater Flint Educational Consortium (GFEC) is offering a limited reimbursement program for local school districts to bring students at any grade level to visit local colleges. Baker College-Flint, Mott Community College, Kettering University, and University of Michigan-Flint are offering the opportunity for your district to bring students for an on-site visit.

## Eligibility:

All consortium member school districts (all 21 K-12 districts in Genesee County) are eligible to apply for reimbursement. Districts must be current with GFEC annual dues. Fund reimbursement will only be made directly to the school district(s) that participate in an on-site visit at one or more of the local colleges. No third-party reimbursement requests will be considered.

## Use of Funds:

Funds may be used for district expenses incurred for transportation (mileage and driver fees) and/or food related to the on-site visit(s). Funds are **not** to be used for stipends and/or sub teacher expenses. Reimbursement will be processed for incurred expenses; upon submission of receipts.

## Maximum Reimbursement:

The GFEC Board of Directors wishes to support as many schools as possible in its effort to have students experience on-site visits. Payments made to districts will not exceed expenditures incurred and substantiated with receipts. Maximum district reimbursement allocations are listed on the reverse side. **Maximum reimbursement amount is per district, not per visit.** Allocations are based on Fall Count Day FTE of current fiscal year.

## Scheduling Visits:

Local districts should contact the following college representatives directly to arrange a mutually agreeable date and time between September 2018 and June 2019:

- Baker College-Flint: Gerald McCarty, (810) 766-4199, [gerald.mccartyii@baker.edu](mailto:gerald.mccartyii@baker.edu)
- Kettering University\*, Cindy Seymour, (810) 762-9715, [cseymour@kettering.edu](mailto:cseymour@kettering.edu)
- Mott Community College, Carlos Cisneros, (989) 395-5482, [carlos.cisneros@mcc.edu](mailto:carlos.cisneros@mcc.edu)
- U of M-Flint, Ashley Auger, (810) 762-3300, [aharwood@umflint.edu](mailto:aharwood@umflint.edu)

*\*Kettering University prefers visits to be S.T.E.M. program related and students must be in grades 9-12.*

GFEC must be notified by March 1, 2019 of your intent to apply for these funds (if not done so already). After March 1, 2019 funds will be re-allocated to allow districts to apply for additional funding. Once your date is scheduled, please email Lisa Hook at [lhook@geneseeisd.org](mailto:lhook@geneseeisd.org) with date, location, and projected number of students.

## Process for Reimbursement:

A request for reimbursement of transportation and/or food costs can be initiated by completing the GFEC Reimbursement Request form and submitting with required supporting documentation by June 30, 2019. Additional reimbursement forms may be requested by contacting Lisa Hook at 810-591-4541.



**GISD/GFEC On-Site College Visit  
Program Reimbursement Form  
2018-2019**



**INSTRUCTIONS FOR COMPLETING FORM:**

1. PLEASE PRINT CLEARLY
2. PLEASE INDICATE IF CHECK SHOULD BE MAILED TO DISTRICT \_\_\_ OR BUILDING \_\_\_

<b>SECTION I</b>	
School District:	_____
Building:	_____
Visit Coordinator:	_____
Name of Activity:	_____
Date(s):	_____

<b>SECTION II - W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (ON REVERSE SIDE )</b>
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<b>SECTION III - REIMBURSEMENT OF EXPENSE(S)</b>		
Date	Activity/Description	Amount
		\$
		\$
		\$
		\$
		\$
<b>Total:</b>		<b>\$</b>

*\*Some reimbursable expenses may not apply to all activities/programs.*

<b>SECTION IV</b>	
Participant Signature _____	Date _____

<b>DO NOT WRITE BELOW THIS LINE</b>	
Account # _____	
PO # _____	
<b>Approved By:</b>	
Department Administrator _____	DATE _____
Business Services _____	DATE _____

BUSINESS SERVICES USE ONLY	
Vendor Created	
Vendor Number	
W-9 Sent	
W-9 Completed	
Verified on EPLS	

**Please submit to:**

Lisa Hook, Administrative Secretary  
 Greater Flint Educational Consortium  
 Genesee Intermediate School District  
 2413 West Maple Avenue  
 Flint, MI 48507  
 Phone: (810) 591-4541 Fax: (810) 591-4420  
 Email: lhook@geneseeisd.org