GRAND VALLEY STATE UNIVERSITY
CHARTER SCHOOLS OFFICE

Reimbursement Request Form

Charter Academy Information

Todays date: _____

School Name:
Requester:
Street Address:
City, State Zip:
Phone (xxx) xxx-xxxx:
Requester Email Address:

◯ **Transportation Reimbursement**
(Maximum reimbursement per event is $1,000)

◯ **Assessments**
(SAT, Work Keys)

◯ **Board Policy drafting**
(new charters only Maximum $6,000)

◯ **Other:** _____

Transportation Reimbursement	Total expense	Reimbursement total
Event Date (mm/dd/yyyy):		
Event Name:		

Assessment Reimbursement	Total expense	Reimbursement total
Event Date (mm/dd/yyyy):		
Assessment Name:		

Other Reimbursement	Total expense	Reimbursement total
Event Date (mm/dd/yyyy):		
Event Name:		

Board Policy Drafting (new charters one time Maximum $6,000)	Total expense	Reimbursement total
Invoice Date (mm/dd/yyyy):		
School Name:		

Email your completed form along with proof of payment and supporting documentation to:
gvsucso@gvsu.edu

Questions can be directed to: hallsh@gvsu.edu or call Sherri Hall @ 616-331-6939