

NCAPP Pre-AP/AP One Day Workshop Substitute Teacher Reimbursement Form

This form is to be used if your school/district is requesting substitute reimbursement for teachers who attend an AP Pre-AP and or AP One-Day Workshop using a NC AP Partnership (NCAPP) scholarship. Attendance will be verified before funds are released. Only complete forms will be processed. Place the total reimbursement requested below, **not to exceed \$100 per substitute**. A maximum of three (3) reimbursements will be provided per district for the Pre-AP/ AP One Day workshops.

****Please complete the form electronically and print to submit. Only complete forms will be processed.**

Please check box below for appropriate remittance – if applicable please check both boxes.

Pre-AP Workshop AP One-Day Workshop

District Name:				
Name of participant	Participant's School	Subject/Workshop Location	Workshop Date	Substitute Cost*
				\$
				\$
Total Substitute Pay Requested in the amount of: \$				
For College Board Use Only: INV# _____				
Vendor # _____ DOS: _____ 3030950706009 24099				

*Requests must be made within 30 days following the conclusion of the workshop to be eligible for processing.

Please check one box below for appropriate remittance:

- School is requesting reimbursement – all teachers from same school
- District is requesting reimbursement for single school
- District is requesting reimbursement for multiple schools

Mailing address for check to be sent (address should match address on W-9):

Name of District/School	
Attention of:	
Street Address 1	
Street Address 2	
City	
State	
Zip Code	

I certify that these funds were used for the activity specified above and that they were expended pursuant to my district/school guidelines. Furthermore, I understand that all NCAPP partnership funding is subject to State of NC audit.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____ Email: _____ Phone: _____

Return form via email or fax: FAX: 954-874-4341 Attn: North Carolina Partnership
EMAIL: NC Scholarships@collegeboard.org

Please direct any questions via email to NC Scholarships@collegeboard.org.

NOTE: Substitute Reimbursement Forms must be received (not postmarked) to the address above no later than 30 calendar days following the conclusion of the workshop. Any requests received after the 30-day time limit will not be processed.