

PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)
753 WEST BOULEVARD
CHIPLEY, FL 32428
(850) 638-6131 ext. 2303



**INSTRUCTIONS
FOR DISTRICT REIMBURSEMENT**

The Panhandle Area Educational Consortium (PAEC) is the Fiscal Agent for the Administrative Services grant, through the Florida Department of Education. PAEC will reimburse districts for travel expenses incurred by district staff performing ESE monitoring related to the goals and objectives of the Administrative Services grant.

A. Submit a district invoice that includes ALL of the following information:

- a. District name, address, phone, district contact name, and finance officer name
- b. Name of staff person(s) for which travel reimbursement is requested
- c. Location & dates of the event for which travel was performed.
- d. Total amount of requested reimbursement
- e. Complete and return with the invoice a W-9 form and an Application for Vendor Status form.
- f. Attach to the invoice an expenditure report from the district finance system showing the dates payments were issued, check # or transaction #, to whom payment was issued, and the amount.
- g. Attach to the invoice copies of all invoices paid from for which reimbursement is requested (hotel, airfare, etc...).
- h. Attach to the invoice copies of travel reimbursement vouchers or district forms submitted to the district from which payment was issued to the employee for travel costs, if applicable.

Payment to your district cannot be processed without this information.

Invoices may be emailed, mailed or faxed to*

PAEC, Attn: Miranda Green, 753 West Blvd., Chipley, FL 32428

Fax #: 850-638-6134, greenm@paec.org (Please do NOT mail and fax your forms; only submit once.)

If you have questions, please contact Lele Brock by phone or email (850-638-6131 ext. 2263 / lele_brock@paec.org).

B.

IMPORTANT NOTES:

Attention: Finance Officer

Please note that reimbursements may take 2-3 weeks to be issued following receipt of invoice and required documentation.