The purpose of Project 613 is to reimburse districts travel, hotel, substitute teachers and registration for Professional Development opportunities. The intent of the grant is to encourage district involvement in Professional Development. Districts can utilize Project 613 funds for workshops on the list of approved trainings for reimbursement.

Districts will need to create an application in the Grants Management system for Project 613 and provide the following information for reimbursement:

* Names and title of staff members attending the event/training
* Event/training title and date
* Estimated cost breakdown

Project 613 reimbursement will include mileage, substitute cost, registration and hotel expenses. Reimbursement will not include individual reimbursement and per diem/food costs.

The OSDE Special Education Transportation Conference scheduled for October 19, 2018 is an approved workshop for Project 13. Reimbursement will include mileage, substitute costs, and lodging (for individuals traveling more than 65 miles).

If you have any questions please contact Felica Denton at 405-522-9562 or email [Felica.Denton@sde.ok.gov](mailto:Felica.Denton@sde.ok.gov).