



OSDE-SES Project 613 Funds

Districts may be reimbursed for the cost of travel, registration, and substitute teachers.

In order to take advantage of this opportunity, districts will need to obtain pre-approval by submitting a request through the Grants Management System (GMS) on Single Sign-On. Information needed for the request will include:

- 1) Names and title of staff members attending the event/training
- 2) Event/training title and date
- 3) Estimated total cost (registration, substitute, and travel)

After the event/training, districts will need to submit a computer generated Expenditure Summary and Detail Report and supporting documentation through the GMS.

For questions, please contact:

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