



Scholarship Recipients' Instructions for AP Summer Institutes 2009

To make the Florida Partnership Scholarship Recipient funds request process as quick and easy as possible, please completely review the following information and make special note of any new procedures or requirements for the 2009 AP Summer Institutes.

FLORIDA PARTNERSHIP SCHOLARSHIP RECIPIENTS:

The Florida Partnership has provided a limited number of scholarships for designated Florida Partnership public school teachers to attend AP Summer Institutes. Each scholarship recipient is also eligible for travel expense reimbursement (if the recipient is traveling outside of the district in which he/she teaches or works). Eligible travel expenses will be reimbursed up to a maximum of \$500 for a complete 5-day institute. Additionally, Florida Partnership scholarship recipients who attend all 5-days of an institute are also eligible to receive a \$250 stipend.

If you have received a Florida Partnership scholarship, you will receive the appropriate Scholarship Recipient Funds Request form during the summer institute. This form will also be available on our website www.collegeboard.com/floridapartnership. **You will be required to complete your form to apply for travel reimbursement and stipend within 30 days following the conclusion of your workshop.**

PLEASE NOTE:

Funds Request Forms must be received (not postmarked) in the Florida office no later than 30 days following the conclusion of your workshop. Due to contractual constraints, funds are limited and will not be available for reimbursements or stipend requests received after the 30-day window. Please make a note that this is beyond our control and any funds request received in the Florida Office following the 30 days will **NOT** be processed.

Some scholarship recipients have found it beneficial to send their request by a tracking method so that they have confirmation of receipt by the Florida Partnership. **This is not required but recommended.** It is also recommended that you keep a copy of your request and receipts. **If you choose not to use a tracking method for your request and wish to verify receipt, please do so before your 30-day window for application has expired.**

*****PLEASE REVIEW THE FOLLOWING INFORMATION FOR FORM SUBMITTAL VERY CAREFULLY*****

CONTACT INFORMATION AND INSTITUTE ATTENDANCE

- Only Florida Partnership public school teachers who have been awarded a scholarship to attend an AP Summer Institute may apply for scholarship funds.
- **Do Not Use Red Pen To Complete This Form.**
- The Contact Information and Institute Attendance sections must be completed for request to be processed.
- A copy of your certificate of participation MUST be attached to your request for attendance verification. Please keep your original certificate for your records.
- A completed IRS W-9 form must also be attached to your request.
- If you have been awarded more than one scholarship, use a new request form for each institute you attend.

STIPEND REQUEST SECTION:

- To qualify for a stipend, each scholarship recipient must attend the entire institute (all 3, 4 or 5 days depending on the institute).
- Scholarship recipients who qualify will receive up to a maximum of a \$250 stipend, based on \$50 per institute day. Please note that stipends are considered taxable income.
- Make sure your name is listed in this section, please print.

TRAVEL EXPENSE REIMBURSEMENT SECTION:

- To qualify for travel reimbursement, each scholarship recipient must have traveled OUTSIDE of the district in which he/she works or lives.
- Eligible travel expenses will be reimbursed up to a maximum of \$500 for a complete 5-day institute, based on \$100 per institute day.
- Original receipts for rental car, gas for rental car, tolls, parking, and hotel MUST be attached to the request form for reimbursement and the appropriate sections must be completed. When in doubt, attach the receipt.
- If you use a Sunpass or other toll paying service, you MUST print your online account list and highlight the appropriate tolls to be reimbursed. Any toll expense without a receipt will NOT be reimbursed.
- Personal car mileage will be verified as round trip travel between home address and workshop only. If you are commuting from home to the workshop, you will be eligible for up to a maximum of five (5) round trips of mileage, depending on number of institute days.
- If you are submitting for personal car mileage, you are required to attach a map program printout, (such as Yahoo Driving Directions or MapQuest) to your request, showing the roundtrip mileage from your residence to the workshop site. Personal car mileage reimbursement is for round-trip from residence to workshop only. Those not staying in a hotel and traveling to the workshop daily from their home may submit for all workshop days of round-trip travel. Any request for mileage reimbursement without an attached map service will NOT be reimbursed.
- Submit for mileage only if you have driven your own personal vehicle. Only the driver of the car is eligible for mileage reimbursement and may submit for personal car mileage. Passengers may NOT submit for mileage.
- Meals are at the set rate of state guidelines. Any meal provided at the institute will NOT be reimbursed. If you are traveling from your home and are outside of the district in which you live or work, you are not eligible and may not apply for breakfast or dinner meal expense. New this year, this expense is for those staying in a hotel only. If you are traveling outside of the district in which you live or work you will be eligible for reimbursement of lunch expense if this meal is not provided by the institute.
- An original hotel receipt or folio must be attached for hotel expense to be reimbursed. We recommend not using the online hotel booking services (such as Travelocity or Hot Wire) as the hotel will not provide an original receipt for these bookings. You may book direct with the hotel, use the hotel online site, or make other arrangements with the hotel to provide you with an original zero balance receipt.
- Enter reimbursement amounts only if paid by you or you are responsible for repaying a school or district. **Please note that submitting falsified information is unlawful and a violation of the Professional Code of Conduct.** All travel reimbursements are to be paid to the institute participant only. Participants are responsible for paying any district funds advanced to them or expenses covered by a district credit card.