



## Colloquium

**Purpose:** Colloquium provides an opportunity for our teachers to share their inquiries with the larger educational community and for us to formally recognize and celebrate the successes teachers experienced with their students.

### **Reimbursement:**

**Colloquium costs will be capped at TBD for each participating teacher.**

- Anything over the cap will not be reimbursed by SC/SVNTP.
- Alcohol and gifts can not be reimbursed.
- **SC/SVNTP must be notified no later than Monday, May 24th if Colloquium costs will be reimbursed by the district.**

### **Process:**

It is best **if districts invoice SC/SVNTP** directly allowing SC/SVNTP to reimburse using a Purchase Order (P.O.).

- Mentors, provide the appropriate designee from your district with:
  - Original itemized receipt(s)
  - A copy of the completed sign in sheet for the event

In the event **individual mentors seek reimbursement**, please:

- Complete the Lilac Personal Expenditure Form
  - Include the original, itemized receipt(s)
  - Include a copy of the completed sign in sheet for the event
  - Individual reimbursements can not exceed \$200.00
- **Return all documentation to Laurie Stewart at [lastewart@santacruzcoe.org](mailto:lastewart@santacruzcoe.org) no later than June 11th, 2018**

Please reach out to Injin Jun, Department Coordinator, with questions.

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