

2011-2012

Travel Reimbursement Voucher (TRV) Criteria

The PCSB TRVs was established to assist the district in attracting, recruiting, hiring, and retaining, fully qualified and highly effective K-12 teachers into the Polk County School District.

This offer for reimbursement (up to \$500.00) is conditional and subject to the following **reimbursement criteria**:

1. Apply for and promptly submit, and/or the PCSB must have proof that you have submitted, an **online application for employment**. Visit www.polk-fl.net .
2. Apply for and promptly submit an **application for Florida Educator Certification** with the *Florida Department of Education Bureau of Educator Certification*. Visit www.fldoe.org.
3. **Accept an invitation** to interview with a Polk County Public School.
4. **Participate** in an interview with a Polk County Public School.
5. Never been employed as a classroom teacher with the Polk County School District.
6. Submit original receipts (copies will **not** be accepted) reflecting a **\$0 balance** of costs accrued to:

PCSB Office of Recruiting
Attn: MaryJo Mills/TRV 2011-2012
P.O. Box 391, Bartow, Florida 33831

Important Notes:

- This District will **not** reimburse fees charged by the airlines (e.g., change fees, baggage fees), taxes, rental car fees, shuttle fare, taxi fare, food, **out-of-county** hotel accommodations, or gas.
- Mileage reimbursement will be at the current District rate of **\$0.445 per mile**. (The District reserves the right to *amend* this rate if needed.)
- PCSB will reimburse **up to \$100.00 per night (maximum of four nights)** for recruitment-related purposes including those accommodations made to establish residency in order to teach with Polk County Schools.
- Request for reimbursement must be submitted to PCSB no later than **May 15, 2012**. No reimbursements will be processed after this date.