

TRV Reimbursement Criteria

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

This offer for reimbursement of only airfare and hotel (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 **Application for Employment** www.polk-fl.net with *Polk County Schools* and **Application for Florida Teacher Certification** with the *Florida Department of Education Bureau of Educator Certification* www.fldoe.org.
2. Accept an invitation to interview with a Polk County Public School.
3. Attend and be approved by the *Recruitment/Certification/NCLB Compliance Department* to participate in **any** of the following recruitment-related events (3a-c) in order to establish *Certified, Qualified, and Highly Qualified* status in one of the district's critical subject areas and meet the eligibility requirements for hire in Polk County as described in Board Policy 3.001.

Recruitment-related events **include**

- a. Overnight hotel accommodations to take a *Computer-Based Subject Area Examination* (SAE) (excluding SAEs for Physical Education, Social Studies, Family & Consumer Science, and Business Education).
- b. Overnight hotel accommodations to participate in School-site interview.
- c. Two overnight hotel accommodations to establish permanent Polk County residency.

Important Note:

- PCSB will **only** reimburse the expenses associated with hotel accommodations **within the borders** of the Polk County School District.
 - PCSB will reimburse **up to \$120.00 per night** (maximum of four nights) for recruitment-related overnight accommodations 3a-c).
4. Submit **original receipts** reflecting a **\$0 balance** of costs accrued as a result of participation in **any of the approved** recruitment-related events
2 and 3a-c to

**PCSB Recruitment/Certification/NCLB Compliance Dept.
Atten: MaryJo Mills/TRV 09-10
1907 South Floral Avenue, Bartow, Florida 33831**

Important Note: Request for reimbursement **must be submitted to PCSB within 45 days of the approved visit and prior to the end of the fiscal year (June 30, 2010)** with which this voucher becomes effective. **No** reimbursements will be processed or honored after this date. Please see notice regarding expenses not reimbursed by the District.