


INDEPENDENT SCHOOL DISTRICT 271
Bloomington, Minnesota

REQUEST FOR SCHOOL BOARD ACTION

DATE OF BOARD MEETING: June 11, 2018

SUBJECT: State of Minnesota Joint Powers Agreement Cohort #4 Family Guided Routines Based Interventions (FGRBI)


ORIGINATING DEPARTMENT: Special Education

APPROVAL OF ADMINISTRATIVE CABINET MEMBER: Jennifer McIntyre, Executive Director of Special Education 

RESOLUTION FOR BOARD TO ADOPT:

RESOLVED, that the School Board of Independent School District 271 approves the Minnesota Department of Education Joint Powers Agreement to join Cohort #4 of the Family Guided Routines Based Interventions (FGRBI) for early childhood special education (ECSE). This agreement is in effect July 1, 2018 to June 30, 2023.

RECOMMENDATION OF SUPERINTENDENT:

Approve. 

DETAILED BACKGROUND:

The Joint Powers Agreement between the Minnesota Department of Education (MDE) and Independent District #271, ECSE program, to implement evidence based practices in the ECSE program in order to improve outcomes for eligible young children and their families. The intended outcome is to reduce the overall cost of services by reducing the overall length needed for services through special education. Implementation with fidelity requires five (5) years of training, coaching, data collection and systems interventions to ensure fidelity and full incorporation of evidenced based practices into the ECSE program in the District.

This agreement and partnership for cohort #4 of FGRBI creates a five year financial funded project between the District and the MDE to ensure that funds for approved implementation expenses are available to the District in order to build needed skills and capacity in local programs to ensure sustainability of the evidenced based practices long-term. The MDE will provide training, coaching time to the program, data collection tools and a technical supports for implementation strategies. The total obligation of the MDE under this Agreement will not exceed \$48,000.00 for the five year period.

David Homan has reviewed this contract.

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

This Agreement is between the State of Minnesota, acting through its **Department of Education** ("State") whose business address is 1500 Highway 36 West, Roseville, MN 55113 and **Independent School District- #271 Bloomington Public School, 1350 W. 106th Street, Bloomington, MN 55431-4152** ("Governmental Unit"). This is a Cohort 4 project. Cohort 4 is the name for the fourth round of MN school districts that have applied and been accepted into this program by the Department of Education.

Each Joint Powers Agreement (JPA) falls into 2 categories that are categorized as either Part C or Part B depending on the child's age (see attachment A with the base rate, child count rates and, decelerating funding schedule determined during date of initial application). Attachment A is incorporated and attached into this Agreement.

Part C Innovation = Base + \$50.00 per child count (0-2) on December 1, 2017

Part B Innovation = Base + \$100.00 per child count (3-5) on December 1, 2017

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of:

Local education agencies (LEAs, which are also known as Minnesota school districts), the Governmental Units, who are implementing evidenced based practices in Early Childhood Special Education Programs in order to improve outcomes for eligible young children and their families and reduce the overall cost of service. Implementation with fidelity requires 5 years of training, coaching, data collection and systems interventions to ensure fidelity and full incorporation of evidenced based practices into the culture of the local program. This Agreement creates a five year decelerating financial funded project between the local education agency and the Minnesota Department of Education (MDE) to ensure that funds for approved implementation expenses are available to the local early childhood program in order to build needed skills and capacity in local programs to ensure sustainability in of evidenced based practices long-term.

Agreement

1 Term of Agreement

- 1.1 *Effective date:* **July 1, 2018**, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* **June 30, 2023** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties

Governmental Unit Responsibilities will include:

- 2.1 Providing necessary staff to fill roles of the selected innovation. All innovation installation will require sufficient time dedicated for individuals to perform the duties

- of such roles.
- 2.2 Attend meeting(s) and necessary training(s) for understanding and then ongoing expansion of skills with regard to the use of the selected innovation.
 - 2.3 Developing and maintaining a local implementation team, with regular (monthly) meeting frequency and required membership.
 - 2.4 Submit data on a monthly (or less frequent schedule as determined by the innovation) schedule for specific innovation for a 5 year period.
 - 2.5 Submit invoices for allowable training and implementation expenses on a quarterly basis (October, January, April, and June).
 - 2.6 Upon request, share local data with MDE for implementation fidelity study and improvements.

If Governmental Unit were to discontinue use of this innovation during any year of this five (5) year Agreement for unauthorized reasons, this Governmental Unit will be UNABLE to apply for additional innovation work for the NEXT five (5) years. If a Governmental Unit were discontinued from any Cohort project, the Governmental Unit will automatically be unenrolled in all Cohort projects that they may currently be enrolled in.

A Governmental Unit may apply for additional innovation projects in subsequent Cohort years if the program completed a new application, demonstrated all necessary readiness qualities, and was selected during the review process. An additional contract Agreement would have to be established and put in place for a different 5 years of funding as established in this Agreement.

MDE Responsibilities:

- 2.7 MDE shall provide free regional trainings for selected professionals of the Governmental Unit for the selected innovation. If the governmental unit staff members do not attend one of the regionally supported innovation trainings due to district conflict of schedules, certain training cost of alternative training events will become the responsibility of the individual governmental unit.
 - 2.7.1 MDE will provide the specific trainer list for the selected innovation that must be used by the governmental unit. These trainers must be paid at the state approved rate (JPA funds can be used to cover this fee), all other trainer expenses become the responsibility of the governmental unit.
 - 2.7.2 Governmental units must register attendees through state approved system for tracking purposes.
 - 2.7.3 Governmental units must use approved training materials and assessment procedures that support all training experiences. Training materials must be ordered at least one month prior to training event through the MDE Authorized Representative
 - 2.7.4 The training schedule and duration must mirror the MDE established training sequence, duration, and timeline(s).

- 2.8 Provide skilled external coaching time to the program on the same decelerating rate as financial supports. Services will guide the Local implementation team and support the internal coach(es) of the program to work toward implementation fidelity for the success of the selected practices.
- 2.9 Provide data collection tools, collection schedule, and support for understanding and local use of data as appropriate.
- 2.10 Support the Governmental Unit programs with use of Active Implementation frameworks within their program.

3 Payment

- 3.1 See Attachment B for 5 year budget breakdown which is attached and incorporated into this Agreement. This attachment defines the decelerating financial supports that will be available for this innovation work within the Early Childhood Special Education program for each contract year. This is based on the total funding allocated in year one of the contract.
- 3.2 Allowable expenses for practitioners who are being trained and implementing the use of the practices of this innovation include expenditures for mileage, meals, overnight hotel stays, purchase of required materials, stipends for work on non-contract time, substitute costs (up to the \$135.00 per day) rate. Travel expenses can only be reimbursed up to the allowable amounts as outlined in the Commissioner's plan. MDE requires sufficient detail demonstrating adherence to these limitations. The district must document appropriate **travel expenses** i.e., hotel, mileage, food, etc. for professionals who participated in JPA-related work. There are 2 methods to submit for reimbursement of travel-related expenses. With either method, the invoice amounts must match the supporting documentation amounts exactly.
 - 3.2.1 The preferred method, option 1, does not involve the submission of a Non-State Person's Expense (NSEE) Claim form which is attached and incorporated into this Agreement. The school district submits an invoice and a payroll report that details travel expenses paid out for each school employee conducting activity under the JPA. Supporting documentation such as hotel receipts are retained by the JPA recipient for auditing purposes.
 - 3.2.2 The second method, option 2, does include the use of the NSEE form for each school employee conducting activity under the JPA with the corresponding invoice(s). It is up to the school to determine what option best fits the needs of the school.
- 3.3 Work of an internal coach is essential for the ongoing and successful use of the selected innovation. Funds may be used to support a portion of a professional position who is released to conduct this work. Compensation would be provided to the district for a portion of the coaches' salary up to \$135.00 per day of work in this dedicated role

of internal coach or to pay for the substitute who takes over typical role while individual is coaching. These funds can also be used to support this work outside the typical school contract day for the coach or coachee at the established contract rate.

- 3.4 *Travel expenses.* Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Governmental Unit as a result of this Agreement will be reimbursed in the same manner and in no greater amount than provided in the current complete "Commissioner's Plan" established by the Commissioner of Minnesota Management and Budget that can be found at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/commissioners-plan.jsp> which is incorporated in to this Agreement by reference. The Governmental Unit will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out of state. Mileage must have start and end mileage recorded for each day traveled. When meals are being claimed, the work start and end time must be clearly listed for each day meals are being claimed.
- 3.5 The school district (Governmental Unit) will invoice MDE for allowable expenses up to the established limit for each year on a quarterly basis. Invoices will be submitted on a quarterly basis for each of the following months each calendar year for the duration of this agreement on this date or the nearest business day to:
- September – invoice due October 15th
 - December – invoice due January 15th
 - March – invoice due April 15th
 - June – invoice due July 15th
- Expenses incurred beyond this maximum yearly amount become the fiscal responsibility of the school district.
- 3.6 If the total annual allocated amount is not completely spent in efforts to support this innovation at the program level, all unspent portions of that allocation will be forfeited to MDE for redistribution. Final State Fiscal Year (that runs from July 1st to June 30 of each calendar year) invoices must be received by July 15th of each calendar year for MDE processing. A new annual amount (that is listed on Attachment B the decelerating schedule) will be available for use by the local program by July 1 of each calendar year of the agreement.
- 3.7 Invoices should include the following information:
- 3.7.1 MDE's Authorized Representative's name
 - 3.7.2 the Purchase Order (PO) and Contract number
 - 3.7.3 dates of service
 - 3.7.4 itemized expenses with original receipts (if applicable)
 - 3.7.5 corresponding amounts
 - 3.7.6 Reimbursement for mileage will be for actual miles driven.

3.7.7 The subject line of the email with the invoice attached should contain the MDE's Authorized Representative's name, Purchase Order (PO) and Contract number.

3.7.8 The preferred method of obtaining an invoice from a vendor is by email.

Submit invoices via email to Accounts Payable:

MN Department of Education
Accounts Payable Department
MDE.AccountsPayable@state.mn.us

3.7.9 **Should an invoice need to be submitted via U.S. Mail, please use the following address:**

MN Department of Education
Attn: Accounts Payable Department
1500 Highway 36 West
Roseville, MN 55113-4266

3.8 Total obligations by state fiscal year, not to exceed amounts listed in Attachment B that is attached and incorporated into this Agreement. The total obligation of MDE under this Agreement will not exceed \$48,000.00 for the five year period.

4 Authorized Representatives

4.1 The State's Authorized Representative or her/his successor is:

Lisa Backer - Early Childhood Special Ed. Supervisor
1500 Hwy 36 West
Roseville MN, 55113
Phone: 651-582-8473
Email: Lisa.Backer@state.mn.us

4.2 The Governmental Unit's Authorized Representative or his/her successor is:

Name: Carmen Meyer
Title: School Supervisor
Address: 1350 West 106th Street
City/State/Zip: Bloomington, MN 55431-4152
Phone: 952-681-6428
Email: cmeyer1@isd271.org

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and

approved the original agreement, or their successors in office.

5.3 *Waiver.* If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

5.4 *Contract Complete.* This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification

6.1 In the performance of this contract by the Governmental Unit, or Governmental Unit's agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Governmental Unit's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligation under this contract.

7 State and Federal Audits

7.1 *State Audit.* Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

7.2 *Federal Audit.* All state and local governments, colleges and universities, and non-profit organizations that expend \$500,000 or more of Federal awards in a fiscal year must have a single audit according to OMB Circular A-133. This is \$500,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

8 Government Data Practices

8.1 The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this Clause,

the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

9 Venue

9.1 Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10 Termination

10.1 *Termination.* The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 *Termination for Insufficient Funding.* The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

11.1 For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

1. STATE ENCUMBRANCE VERIFICATION
*Individual certifies that funds have been encumbered as
required by Minnesota Statute §§ 16A.15 and 16C.05.*

Signed: _____
Date: _____

SWIFT Contract No. 142482
tied to FY19 Purchase Order # 3000018111

2. GOVERNMENTAL UNIT

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)
Title: _____
Date: _____

4. COMMISSIONER OF ADMINISTRATION
As delegated to Materials Management Division

By: _____
Date: _____

Distribution:
Agency
Governmental Unit
State's Authorized Representative - Photo Copy



State of Minnesota Joint Powers Agreement: Attachment A

Part C funds will be allocated to programs who are installing the home visiting CoE innovation:
 Family Guided Routines Based Interventions (FGRBI)

Base funding will be calculated at the date of application. Rate will be determined by the Part C December 1, 2017 child count. This district 0-2 child count will be multiplied by \$50.00 and added to base for the total amount of support in the first year of this contract. This base rate will NOT be altered during the 5 years of the contract. This base rate will be provided on a decelerating rate as illustrated below:

Cohort four - years of work	Formula for funding
2018-2019 (1)	Base rate (\$12,000) + Number of part C children on Dec 1, 2017 x \$50. = Total
2019- 2020	80% of Total in year one
2020- 2021	60% of Total in year one
2021- 2022	40% of Total in year one
2022- 2023	20% of Total in year one
2023- 2024	\$ 0.00 money

Part B funds will be allocated to programs who are installing one of these CoE innovations
 Classroom Engagement Model (CEM)
 The Pyramid Model

Base funding will be calculated at the date of application. Rate will be determined by the Part B December 1, 2017 child count. This district 3-5 child count will be multiplied by \$100.00 and added to base for the total amount of support in the first year of this contract. This base rate will NOT be altered during the 5 years of the contract. This base rate will be provided on a decelerating rate as illustrated below:

Cohort four - years of work	Formula for funding
2018-2019 (1)	Base rate (\$12,000) + Number of part B children on Dec 1, 2017 x \$100. = Total
2019- 2020	80% of Total in year one
2020- 2021	60% of Total in year one
2021- 2022	40% of Total in year one
2022- 2023	20% of Total in year one
2023- 2024	\$ 0.00 money



Attachment B

Part C funds through Joint Powers Agreements with District programs						
School/ JPA Year	2018-19	2019-20	2020-21	2021-22	2022-23	total
Bemidji	\$14,600	\$11,680	\$8,760	\$5,840	\$2,920	\$43,800
Benton-Stearns	\$15,250	\$12,200	\$9,150	\$6,100	\$3,050	\$45,750
Bloomington	\$16,000	\$12,800	\$9,600	\$6,400	\$3,200	\$48,000
Detroit Lakes	\$13,600	\$10,880	\$8,160	\$5,440	\$2,720	\$40,800
Eden Prairie	\$14,850	\$11,880	\$8,910	\$5,940	\$2,970	\$44,550
Elk River	\$17,450	\$13,960	\$10,470	\$6,980	\$3,490	\$52,350
Minneapolis	\$30,550	\$24,440	\$18,330	\$12,220	\$6,110	\$91,650
Paul Bunyan Co-op	\$17,800	\$14,240	\$10,680	\$7,120	\$3,560	\$53,400
Prior Lake-Savage	\$14,250	\$11,400	\$8,550	\$5,700	\$2,850	\$42,750
Saint Paul	\$28,650	\$22,920	\$17,190	\$11,460	\$5,730	\$85,950
St. Francis	\$13,600	\$10,880	\$8,160	\$5,440	\$2,720	\$40,800
Stillwater	\$15,700	\$12,560	\$9,420	\$6,280	\$3,140	\$47,100
Yearly Total	\$212,300	\$169,840	\$127,380	\$84,920	\$42,460	\$636,900

Part B funds through Joint Powers with District programs						
School/ JPA Year	2018-19	2019-20	2020-21	2021-22	2022-23	total
Floodwood	\$12,200	\$9,760	\$7,320	\$4,880	\$2,440	\$36,600
Pipestone	\$14,200	\$11,360	\$8,520	\$5,680	\$2,840	\$42,600
Wayzata	\$22,500	\$18,000	\$13,500	\$9,000	\$4,500	\$67,500
Centennial	\$18,400	\$14,720	\$11,040	\$7,360	\$3,680	\$55,200
East Central	\$12,400	\$9,920	\$7,440	\$4,960	\$2,480	\$37,200
Edina	\$18,700	\$14,960	\$11,220	\$7,480	\$3,740	\$56,100
Hinckley Finlayson	\$12,800	\$10,240	\$7,680	\$5,120	\$2,560	\$38,400
Faribault	\$19,500	\$15,600	\$11,700	\$7,800	\$3,900	\$58,500
Prior Lake-Savage	\$19,300	\$15,440	\$11,580	\$7,720	\$3,860	\$57,900
Waconia	\$16,900	\$13,520	\$10,140	\$6,760	\$3,380	\$50,700
Warroad	\$14,600	\$11,680	\$8,760	\$5,840	\$2,920	\$43,800
Yearly Total	\$181,500	\$145,200	\$108,900	\$72,600	\$36,300	\$544,500
GRAND TOTAL FOR PROJECT						\$1,181,400



NON-STATE PERSON'S EXPENSE CLAIM
 → Type or print all entries — See instructions on reverse

ACCOUNTS PAYABLE USE ONLY	
Vendor Name	Bank
Van Street	

1. Name (First, M.I., Last)	2. Home Address, City, State, Zip Code	3. Telephone Number
4. SWIFT Vendor Number	5. Normal Work location: Name, Address, City, State, Zip Code	6. Email address
7. MDE Department Representative	8. Name of workshop, meeting, conference	9. Name: name@xxx.xxx

9. DATE OF EXPENSE	10. MILEAGE TRAVELED		TRIP MILES	11. MEALS				12. OTHER EXPENSES (Receipts for Lodging, Registration Fees, Parking, etc., MUST be attached.)
	FROM (Address/City)	TO (Address/City)		B	L	D	COST DESCRIPTION	
				\$	\$	\$	\$	
13. SUMMARY TOTALS				\$	\$	\$	\$	

14. MILEAGE	TRIP MILES	RATE PER MILE* Cents	=	\$
		X		
FOR DEPARTMENT REPRESENTATIVE				
MDE Purchase Order Number: _____				
Date MDE Received Invoice (from Vendor): _____				
Is this expense claim for an event which occurred within the past 60 days? Y or N				
Is this the final or partial payment for purchase order? Partial or final Department Representative Division: _____				

*The Department Representative will inform you of the current MILEAGE RATE TO USE.	MEALS \$ _____ OTHER EXPENSE \$ _____ 15. TOTAL DUE \$ _____
I hereby certify that all services in connection with the expenses claimed have been performed in accordance with specifications and recommend payment of this claim.	
Department Representative's Signature _____ Date _____	
16. Claimant's Signature _____ Date _____	

NON-STATE PERSON'S EXPENSE CLAIM (ED-00792) INSTRUCTIONS FOR COMPLETION

The **NON-STATE PERSON EXPENSE CLAIM** is used to reimburse persons who are not Department employees for expenses they have incurred in working for the Department under the direction of a Department staff member (**Department Representative**). Reimbursement expenses are automobile mileage, meals, lodging, registration fees and other expenses claimable by Department employees. These expense reimbursements are governed by terms of the Commissioner's Plan prepared by the Department of Employee Relations. (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

Non-state persons may not be reimbursed for meals and lodging within a 35-mile radius of their normal office unless the Department Representative has obtained a prior Special Expense authorization (ED-01637), which must be attached to the submitted claim.

Expense report should be submitted to MDE within 30 days of event to ensure prompt and proper payment.

Please type or print legibly. Missing information will delay processing of reimbursement. **Attach receipts as specified below. Photocopies of receipts are not acceptable.** If originals have been lost or destroyed (except for lodging – a duplicate invoice must be requested from the hotel), an affidavit may be obtained from the Department Representative to be completed and attached to this claim.

Items 1 through 3, and 5 through 6 are self-explanatory. Specific instructions for other items are as follows:

ITEM ENTRY

4. A SWIFT vendor number must be provided for reimbursement to occur. If you do not have a vendor number or need assistance, visit the Minnesota Management and Budget SWIFT Vendor Resources website (<https://mn.gov/mmb/accounting/swift/vendor-resources/>).
7. Enter the name of the Department Representative who engaged your services.
8. Enter the name of the workshop, meeting, conference, etc., that you attended.
9. Enter month, date and year this expense was incurred.
10. **Mileage Traveled:** for computing travel, enter FROM and TO locations (city-to-city if different, street addresses if within the same city). If more than one location involved in the trip, enter FROM and TO locations for each stop and mileage between each location. (**NOTE: MAPQUEST** can be used to determine trip miles.)
11. **Meals:** Enter cost(s) of breakfast, lunch and/or dinner (including tax and tip). Information on maximum reimbursement rates will be provided by the Department Representative. You cannot be reimbursed for others meals or alcoholic beverages.
12. **Other Expenses:** Use this section to record the following expenses: Lodging; air, rail or bus fare; registration fee; taxi expense; and parking fees. Give cost and description of each. **Receipts must be attached for all items with the exception of telephone calls and parking paid at meters.**
 - Lodging: Enter the amount paid for hotel, motel, or other accommodations including tax.
 - Air, rail or bus fare: Enter cost of fares (including tax) for approved travel.
 - Registration fee: Enter registration fee paid for an approved conference.
 - Taxi and parking: Enter taxi or limousine expense paid for transportation. For parking, enter expenses paid for parking, indicate meter parking
 - Telephone calls: Information on maximum reimbursement rates will be provided by the Department Representative.
13. **SUMMARY TOTALS:** Enter totals for **TRIP MILES, MEALS and OTHER EXPENSES (#10, 11 and 12).**
14. Calculate mileage expense after obtaining current rate from Department Representative.
15. **TOTAL DUE:** Add **SUMMARY TOTALS** for **MEALS and OTHER EXPENSES** to total mileage amount.
16. Certify claim by signing and dating. Deliver (with receipts attached) to the Department Representative who will process them for your reimbursement.