

KEDC Reimbursement Request [Grants / Projects / Operations]

Below is a simple outline to help explain how a school district may ask for reimbursement toward contractual items, activities, and events that are an allowable cost toward any grant, project, or operation that the school/teacher may be involved with through the Kentucky Educational Development Corporation.

1. Provide KEDC with an invoice from your school district. The invoice should be on a district letterhead and include the following: the current date, reference number (or your invoice number), a short description of what you are requesting back for reimbursement, the total amount of your reimbursement, which school and/or teacher is the reimbursement for, and which grant, project, or operation you are requesting funds from.
2. Provide KEDC with copies of invoices, receipts, packing slips, and MUNIS reports (if applicable) if you are requesting a reimbursement for items that the school district has already paid for. This documentation should be signed for already by school and/or district personnel.
3. If KEDC has requested an approved ALLOWABLE EXPENSE FORM, please submit that form as well with your documentation. (Click on this link for an example: <https://www.kylink.org/LINK%20Allowable%20Expenses.pdf>)
4. A good practice for reoccurring reimbursement request, is to provide KEDC with documentation once a month. Request for reimbursement that is several months behind or not within the current fiscal year, may not be eligible for funds.
5. Always check your online accounts (if available) for your school/district to see that your reimbursement request are accurate and reflect the funds that are remaining in those accounts. Online accounts are updated daily and checked again once per quarter for accuracy. If you notice any errors with your online account, please inform KEDC at once.