



# CDEA Conference Reimbursement Request Form

**Please note: In order for a participant to receive REGISTRATION ONLY reimbursement for the CDEA Conference, they must be employed at a child care center in Duval County which is currently serving either School Readiness or VPK children. Since there is a specified amount designated for reimbursements, the reimbursements will be processed on a “first come, first serve” basis. A total of 10 scholarships will be awarded.**

### Instructions for Receiving Registration

- Fill out Section I of the Reimbursement Request Form completely.
- Fill out W-9 Form completely.
- Include a copy of a certificate(s) of attendance to the workshop(s) **and** a copy of receipt showing proof of payment. The following fees are allowable: **Comprehensive Package – By September 15 \$108; After September 15 \$120; Regular Package - By September 15 \$83; After September 15 \$95; Condensed Package - By September 15 \$70; After September 15 \$80**
- All requests for reimbursement must be received by **5:00 PM** on or before **November 30, 2009** and **must be accompanied with supporting documents**. Failure to follow this procedure will result in disallowance of the request.

**Jane Ferguson**  
**Early Learning Coalition of Duval**  
**6850 Belfort Oaks Place, Suite 102**  
**Jacksonville, FL 32216**

**Section I: Please print.**

Name of Participant	Phone Number
Mailing Address (Please include zip code)	Name of center where you are employed
Total Amount of Reimbursement Request \$ _____	Is your center <b>currently</b> serving _____ School Readiness Children _____ VPK Children _____ Both

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_