PAR Reimbursement (up to $200 per workshop)

VDACS has provided support to VTPP to help offset the costs of VCE sponsored private applicator recertification (PAR) workshops.

Agents can request reimbursement up to $200 per workshop. Agents can request reimbursement only for state/unit expenses. In order to be reimbursed for PAR workshop expenses, agents must:

- Sponsor a private applicator recertification course approved by VTPP.
- Pay expenses as you normally do through your unit account.
- Document expenses directly attributed to the workshop using the reimbursement form, and include photocopies of your receipts. Make sure to specify how the expenses were associated with the PAR workshop.
- Conduct an evaluation of the workshop using the evaluation template. You may alter sample questions on this template, EXCEPT the first question (which addresses three critical program benchmark metrics). Evaluations conducted without these critical elements will disqualify you for reimbursement. Should you have any questions concerning this template please contact VTPP.
- Tabulate the data obtained from evaluations (do not send individual evaluation forms). Please include any follow-up data, course/program impact statements, and success stories with the evaluation.
- Send required workshop materials (roster, course forms, evaluations, receipts, etc.) to VTPP(c/o Shanan Sessor) in a timely manner. Be sure to provide a fund number for where the reimbursement should be transferred. VTPP will arrange for an interdepartmental transfer of funds to the unit account.

Should you have any questions, please contact VTPP:

540-231-6543

Shanan Sessor – worrells@vt.edu

Daniel Frank – dlfrank@vt.edu

Expense Summary, Checklist, Narrative – PAR Reimbursement Program
(Please complete this form for each workshop – do NOT combine.)

EXPENSE SUMMARY:

Postage	$	
Travel	$	
Meeting Site Rental	$	
Food	$	
Training Media & Supplies	$	
Other	$	Specify:
Other	$	Specify:
Total (up to $200)	$	

CHECKLIST:

□ PAR Course Data & Forms

□ Evaluation Data (Tabulated and impact statements, success stories)

□ Expense Summary (This form)

□ Photocopies of Receipts (Where it is unclear that the receipt was tied to program, please document reason for expense below in narrative)

□ Fund Number (to transfer money):_____

NARRATIVE (Justification for individual receipts):

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