DUAL CREDIT

Faculty Liaison Stipend Reimbursement Form

(Please see stipend structure and example forms above - add/delete rows as necessary when completing form)

VU Faculty Liaison_____

VU Department_____

Orientations: (A signed "Orientation Report Form" must be submitted with a detailed agenda and copies of session materials for reimbursement)

Session Date	PE or EC	H.S. Instructor	High School or Career Center	Conducted on campus (Y or N)	If conducted off campus, please list location (prior approval required)	Conducted via phone or video conference (Y or N)	Session start and end times (please document in 15 minute intervals)	Total length of session
Notes:								

Professional Development: (A signed "Professional Development Report Form" must be submitted with detailed agenda, attendance records, and copies of session information and materials for reimbursement)

Session Date	Conducted on campus	Conducted via webinar or video conference (please specify whether coordinated and conducted by liaison or coordinated by the liaison, but conducted by an outside source)	Session start and end times	Total length of session
Notes:				

Site Visits: (A signed "Site Visit Report Form" must be submitted with copies of sample student work/exams for reimbursement)

Session Date	H.S. Instructor	High School	Pre-Site Visit	Class Visit	Conducted in conjunction with another school visit during same trip	Conducted in conjunction with another class visit to same school	Total hours including travel and classroom

Stipend calculations based upon above documentation:

Base Stipend Amount:		
Orientations:		
Professional Development:		
Site Visits:		
	Total Stipend Amount	