### DUAL CREDIT VU Faculty Liaison Faculty Liaison Stipend Reimbursement Form

###### (Please see stipend structure and example forms above - add/delete VU Department

***rows as necessary when completing form)***

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

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| Session Date | PE  or EC | D.C. Instructor | High School or Career Center | Conducted on campus (Y or N) | If conducted off campus, please list location  (prior approval required) | Conducted virtually (Y or N) | Session start and end times  (please document in 15 minute intervals) | Total length of session |
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| 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)

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| **Date:** | **Location:** | **Description:** | **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)

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| Session  Date | PE  or EC | H.S. Instructor | High School | Pre-Site Visit | Class Visit | Conducted in conjunction with another school visit during same trip  (Yes or No) | Conducted in conjunction with another class visit to same school  (Yes or No) | Total hours (including travel and classroom) |
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**Stipend calculations based upon above documentation:**

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| ***Base Stipend Amount:*** |  |  |
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| ***Orientations:*** |  |  |
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|  | Total Stipend Amount |  |