AARP Driver Safety Program
Course Tuition and Expense Report

REGISTRATION TYPE:

Was registration for this course done utilizing the online registration process?

☐ Yes or ☐ No

Complete The Accounting Code:

1000-33520000-5851-307400-ua60 ☐ ☐ ☐

SELECT *ONE* REIMBURSEMENT METHOD:

☐ **Flat Rate** of $30.00

☐ **Itemized** (receipts required)

NOTE:
All other course related expenses must be reflected on the Standard Activity Expense Statement (D13600), coded to object code 5852, and have Coordinator approval as required on the D13600 form.

COMPLETE FOR ITEMIZED REIMBURSEMENT CLAIM ONLY:

Mileage _____ x _____ = $ _____
(# of miles) (rate)

Lunch $ _____

Parking or Tolls $ _____

Copy Charges $ _____

Telephone $ _____

Postage $ _____

ITEMIZED TOTAL $ _____

TUITION COLLECTION AND CERTIFICATE ACCOUNTABILITY:

_____ x $12.00 = _____
(# of participants) (Member fee subtotal)

_____ x $14.00 = _____
(# of participants) (non-member fee subtotal)

_____ _____
(total participants) (total tuition collected)

CERTIFICATE ACCOUNTABILITY:

_____ = CERTIFICATES USED
_____ = CERTIFICATES RETURNED
_____ = CERTIFICATES VOIDED
_____ = COMP CERTIFICATES ISSUED
_____ = MUST TOTAL 35 (CA =30)

COURSE IDENTIFICATION:

Dates: From _____/_____/_____ to _____/_____/_____

Course ID#: _____

Host Name: _____

Host City: _____

Instructor: _____

CERTIFICATION: This report represents actual expenses incurred by me and tuition collected while engaged in AARP Driver Safety Program business.

Instructor Signature _____ Date _____

DISTRIBUTION: White/Yellow – National Office; Pink – Supervisor; Goldenrod – Originator

AARP Driver Safety Program
Course Tuition and Expense Report

Please use the guidelines below when completing the Course Tuition and Expense Report (CTE) to receive timely reimbursements. Guidelines are described from left to right on the form. Only expenses associated with the assigned course number should be listed on this form.

COURSE AND VOLUNTEER INFORMATION: Fulfillment will preprint all course information (host name, address, city, state and zip code) along with your ID# directly on the Course Tuition and Expense Report.

REGISTRATION TYPE: Check either yes or no to indicate if ONLINE registration was used for this course.

ACCOUNTING CODE: The pre-printed code indicates this is a course related expense from a CTE form. Enter the last three digits of your state or regional work object code into the boxes provided.

REIMBURSEMENT METHOD: Please select **ONE** reimbursement type by placing a check mark in the box of the reimbursement method you are requesting (flat rate, itemized or no claim).

ITEMIZED EXPENSES ONLY: **(1)** enter the total miles driven and multiply by the current mileage reimbursement rate; enter the total; **(2)** enter lunch, parking, tolls, copying, telephone and postage expenses where indicated. Lunch allowance is limited to $7.50 a day, or $15.00 total per course. All claims must be supported by original itemized receipts; and **(3)** total your expenses as indicated; this is the amount you will be reimbursed.

Note: Overnight expenses related to teaching a course must be reflected on the Standard Activity Expense Statement (D13600). If two Instructors co-teach a course, one Instructor may claim expenses on the CTE. The second Instructor's expenses must go on the Standard Activity Expense Statement under object code 5852 and must be submitted to the Instructor's immediate supervisor for review and approval.

TUITION COLLECTED: Multiply number of participants by the course tuition rate for both members and non-members and enter a subtotal. Enter the total number of participants on the line provided and the total tuition collected on the line provided. Review tuition checks to ensure correct dating, signature and ***payable to AARP***. You can place tuition checks and certificate copies in a business size envelope separate from your receipts and drop the envelope into the 9x12 pre-addressed blue envelope that is supplied in the course kit.

CERTIFICATE ACCOUNTABLILTY (Certificate count MUST total 35):
Certificates Used = Certificates filled in and distributed to participants in class.
Certificates Voided = Certificates filled out in error or damaged.
Certificates Returned = Certificates not used in the class.
COMP Issued = Complimentary certificates that have been issued in accordance with DSP policy *

* DSP Instructors can receive one free course completion certificate for themselves and/or spouse once every 2-3 years. An Instructor can receive the certificate in one of two ways: 1). Teach a DSP course or 2). Attend and complete a DSP course taught by another Instructor. A spouse must attend and complete the DSP course taught by their spouse or another DSP Instructor. All other cases of issuing complementary certificates must have prior written approval by the DSP State Coordinator).

COURSE IDENTIFICATION: Complete this section ONLY if there are changes to the pre-printed course information located on the top left hand corner of the form.

CERTIFICATION: You are certifying that your expenses claimed are actual and appropriate for reimbursement.

DISTRIBUTION: **(1)** retain the goldenrod copy for your files; **(2)** send the pink copy to your supervising Coordinator; and **(3)** send the white and yellow copies with receipts (if itemizing), tuition checks, certificate copies and online registration roster (if any) in the 9x12 pre-addressed postage-paid blue envelope that was supplied in your course kit.

NOTE: Please do not staple or paperclip any items to this form. Instead place everything in the blue envelope.