

RUEIP Guidance

Educational Expenses Eligible for Reimbursement

Purpose

The Rural and Underserved Educator Incentive Program (RUEIP) allows eligible awardees to request reimbursement for educational loans and approved educational expenses. To ensure consistent administration of the program, the State Board of Education has refined the types of expenses that qualify for reimbursement.

General Standard for Educational Expenses

An eligible educational expense must:

- Directly support the educator's education, professional development, certification, or recertification;
- Be incurred by the educator;
- Be supported by adequate documentation; and
- Be approved by the program administrator.

Eligible expenses are expenses that educate the educator.

Examples of Educational Expenses Eligible for Reimbursement

Coursework and Degrees

- College or university tuition, whether degree-seeking or not
- Registration or other fees associated with academic coursework

Certifications and Licensure

- Recertification fees
- Transcript or transcription fees

Professional Development

- Registration or fees for in-person, in-state professional development courses, workshops, or conferences
- Online course, professional development, or conference fees
- In-state travel costs to attend in-person, in-state events, not including lodging

Required Coursework Materials

- Laboratory fees
- Course equipment, textbooks, or instructional materials, with documentation to verify the expenses were required for the course or program

Examples of Educational Expenses ***Not Eligible*** for Reimbursement

Classroom and Student Expenses

- Classroom supplies or decorations
- Student materials or incentives

Technology and Equipment

- Laptops, desktop computers, tablets
- Printers, monitors, or other technological accessories
- Software not required for coursework or certification

Travel and Out-of-State Activities

- Out-of-state conferences, workshops, or professional development activities
- Travel expenses associated with out-of-state professional development
- Professional development not directly related to the educator's professional role, certification, or recertification

Documentation Requirements

To request reimbursement, awardees must provide:

- Receipt Verification Tracker
- Itemized receipt(s)
- Proof of payment
- Any additional documentation requested by the program administrator

Additional documentation may be required to demonstrate that an expense was required for coursework, certification, professional development, or recertification.

Unsure Whether an Expense Qualifies?

If you are uncertain whether an expense is eligible, please contact the RUEIP Program Coordinator **before making the purchase**.

Receiving approval in advance can help avoid situations where an expense is later determined to be ineligible for reimbursement.

Important: Submission of an expense does not guarantee reimbursement. All expenses are subject to review and approval and must comply with program requirements, available funding, and applicable award year requirements.