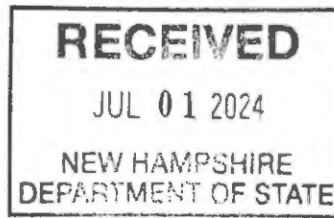


STATE OF NEW HAMPSHIRE
Honorarium or Expense Reimbursement Report
Executive Branch – RSA 15-B



Type or Print all Information Clearly:

Name: Brian E Voelk Work Phone No.603-931-0828
First Middle Last

Work Address: 25 Hall St Concord, NH 03301

Office/Appointment/Employment held: Education Freedom Accounts Administrator

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

Name of source: _____
First Middle Last

Post Office Address: _____

Occupation: _____

Principal Place of Business: _____

If source is a Corporation or other Entity:

Name of Corporation or Entity: ExcelinEd

Name of Corporate/Entity Representative: Charla Lancaster

Work Address of Representative: PO Box 10691 Tallahassee, Florida 32302

Value of Honorarium: _____ Date Received: _____ *If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate.* Exact ___ Estimate ___

Value of Expense Reimbursement: \$705.68 Date Received: Within 30 days of Submission 6/17/24 *A copy of the agenda or an equivalent document must be attached to this filing.* Exact Estimate ___

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to: ESA Administrator Network Summer

Convening where administrators share knowledge and resources for sound administrative practices.

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."
Signature of Filer: Brian E. Voelk

Digitally signed by Brian E. Voelk
Date: 2024.06.17 10:09:59 -04'00'

6/17/2024

Date Filed

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Return to: Secretary of State's Office, 107 North Main Street, State House Room 204, Concord, NH 03301



ESA ADMINISTRATOR NETWORK

Agenda - JUNE 10-11, 2024

Hyatt Regency Minneapolis

JUNE 10, 2024

3:00-5:00 PM: Network Session (Boundary Waters D)

- ESA Admin Network overview
- Panel: "ESA and Microgrant Administration: What I Wish I'd Known at the Start" - *Ohio, N Car., Florida*
- Facilitated Whole Group Conversation: "Parent Marketing & Outreach - What's Working or Not"
- Announcements / Network Housekeeping

6:00-7:00 PM: Joint Network Reception (Boundary Waters)

- Two other ExcelinEd networks are meeting: State Innovation Partners and Early Literacy Network.

7:00-9:00 PM: Joint Network Dinner (Boundary Waters)

JUNE 11, 2024

7:30-8:15 AM: Breakfast Buffet (Boundary Waters)

- Bring food into meeting room

8:30-Noon: Network Session (Boundary Waters D)

- Introductions / Icebreaker
- ESA / Microgrant landscape update
- Presentation: Innovations and Stretching Capabilities - *New Hampshire*
- Brain / Stretch Break
- Presentation: Vigilance and Improving Internal Controls - *Arizona*
- Facilitated Whole Group Conversation: "Staffing Models - Practical & Visionary Ideas"

Noon-1:00 PM: Lunch (Boundary Waters)

- Cross-Network Conversation Time

1:00-3:00 PM: Network Session - Cont. (Boundary Waters D)

- Announcements / Network Housekeeping
- Presentation: Launching a Popular Program - *Utah*
- Brain / Stretch Break
- Facilitated Whole Group Conversation: "Boosting Provider Recruitment & Onboarding"
- Breakout and Report Out
- Wrap-up and Safe Travels Home!

EXCELINED OPPORTUNITY TEAM

Ben DeGrow, ben@excelined.org
Michael Chartier, michael@excelined.org
Laura Mazyck, lauram@excelined.org
Kyle Morin, kyle@excelined.org
Jean Morrow, jean@excelined.org

2024 Minneapolis Summer Network Convenings

ELIGIBLE EXPENSES

Eligible expenses include only those explicitly stated below or otherwise pre-approved in writing.

TRAVEL: You are responsible for making your own travel arrangements. Please choose the most economical of the following travel methods (air, train, personal or rental vehicle):

Air or Train fares, economy/coach class of service only, directly to/from the event location **purchased by May 20, 2024**, and baggage fees for up to one (1) standard weight bag each way.

- Tickets purchased within 21 days of the event date without written prior authorization will be reimbursed at a maximum value of \$600.
- Air or train fare receipts submitted for reimbursement must include the participant's name, purchase date, vendor, itinerary and fare amount.
- **Ineligible Expenses:** *Ticket change or cancellation fees, seat fees/upgrades, early bird check-in fees, ticket upgrades, re-bookings due to weather delays, weather events or schedule changes, travel insurance and in-flight purchases. Rental cars and associated expenses for air/train travelers.*

Mileage at IRS published mileage rates (currently \$0.67 per mile) for use of a personal vehicle driven to/from the event up to 500 miles roundtrip.

- Participant must live greater than 50 miles from the event location.
- Reimbursement request must include a published mileage guide (i.e., MapQuest, Google Maps) for proof of mileage.
- **Ineligible Expenses:** *Gasoline or other vehicle expenses; mileage for travel to and from the airport.*

Rental car for the event dates only plus one travel day with daily base rental rate not to exceed \$75/day.

- Receipts submitted for reimbursement must include the participant's name, pickup/return date, vendor and daily rate amount.
- **Ineligible Expenses:** *GPS rental, car upgrade fees, pre-paid gasoline, additional driver fees, rental car insurance fees, early/late return fees, roadside assistance, and car seat rental.*

LODGING: ExcelinEd will arrange lodging for convening participants residing more than 50 miles from the event, as follows:

- **Single occupancy hotel** accommodation at the event location will be billed directly to ExcelinEd's account with the hotel. **Please do not make reservations directly with the hotel.**
- **Ineligible Expenses:** *Additional nights of accommodations unless pre-approved in writing by ExcelinEd, additional occupancy rates/fees, phone charges, internet, tips, room service, laundry fees, mini-bar purchases and all other non-essential charges.*

INCIDENTAL EXPENSES: ExcelinEd will reimburse convening participants \$100 towards incidental expenses such as parking, ground transportation, tolls and airport meals. Receipts for incidental expenses are not required in order to receive reimbursement. You are encouraged to retain receipts for your personal records, however.

EXPENSE REIMBURSEMENT

A link to an online reimbursement form will be emailed to you from Scholarship@ExcelinEd.org on **Tuesday, June 11, 2024**. The deadline to submit for expense reimbursement is **July 2, 2024**. Reimbursement claims submitted after the **July 2, 2024** deadline will not be processed.

You will be required to attach scanned copies of original and itemized travel receipts with your reimbursement form. Reimbursements will be processed within 30 days of receiving a completed travel reimbursement form with required documentation. ExcelinEd will use Bill.com to process reimbursement payments.

Questions: Contact Stephen Caruso at Stephen@ExcelinEd.org