

COURSE APPROVAL AND REIMBURSEMENT REQUEST FORM Unit A

NAME: _____

HOME ADDRESS: _____
(Street, City, State, Zip)

SCHOOL/BUILDING: _____

SUBJECT/GRADE: _____

NAME OF COURSE: _____

NUMBER OF COLLEGE CREDITS: _____
(Minimum of three (3) credits) PDPs and CEUs ARE NOT eligible.

ACTUAL COST OF COURSE TO EMPLOYEE: _____

OFFERED BY: _____
(Name of College/University/Etc. Issuing Credits)

WHEN IS IT OFFERED: _____
(Start/End Date)

WHAT PROFESSIONAL, SCHOOL OR DISTRICT GOAL(S) WILL THIS COURSE HELP YOU WORK TOWARD?

REIMBURSEMENT STEPS

1. Approval Process

Attach any pertinent documentation, (flyer, course description, etc.) that may apply **including a completed W-9. Submit to the Human Capital Services (Rm. 101) for approval in advance of taking the course. ALL FORMS MUST BE IN BEFORE THE COURSE STARTS.**

Course Approval W-9 Attached

COURSE APPROVED: _____

COURSE NOT APPROVED: _____

Deputy Superintendent

Date

Executive Director of HCS

Date

2. Process for Reimbursement

Upon completion of the course, submit an **OFFICIAL COLLEGE TRANSCRIPT, PROOF OF PAYMENT**, and **THIS FORM** that shows the Deputy Superintendent’s Office approval to the **Human Capital Services office as soon as possible**. The Executive Director of HCS will then verify it for reimbursement.

Verified for Reimbursement Course Approval/Reimbursement Form Official College Transcript Proof of Payment

Executive Director of HCS

Date

Vendor #

All Evidence Must Be Received No Later Than June 1st for Payment by June 30th

NOTE: Reimbursement (**\$1,000.00 maximum**) is subject to satisfactory grade, as noted in N.B.E.A., Unit A Contract, Article XXXII, Paragraphs B1, B2, B3 & B4.