

EEA-PROFESSIONAL DEVELOPMENT

Reimbursement-Tuition/Travel

All EEA members shall be reimbursed by the District for successful completion of academic classes, clock hour courses, workshops, conferences, or to pay for professional recertification and/or licensure.

Qualifications:	All EEA members
Upon Completion:	Submit the following along with this form: <ul style="list-style-type: none"> ● Transcript or grade report ● Receipt for professional recertification and/or licensure National Board certification/recertification document/receipt ● Receipt or proof of payment for course(s) taken ● Receipt(s) for lodging and/or meals. ● Calculated Mileage ● Reimbursement Form
Reimbursement:	Reimbursement checks will be issued twice a month based on the district's Accounts Payable reimbursement schedule.
Name (please print):	
Location of Assignment:	

Professional Development Information

Name of Course Completed or Professional Development:			
College/University or Provider:			
Dates of Attendance:			
Travel Expenses:	See Travel Expense Voucher on reverse side.		
Total Cost:			
Number of Credits/CECH:			
I certify that:	<ol style="list-style-type: none"> 1. I have submitted all required paperwork as required above. 2. I request reimbursement for the cost of professional development as outlined above. 		
Employee Signature:	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">Date:</td> </tr> </table>		Date:
	Date:		
Human Resources Approval:	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">Date:</td> </tr> </table>		Date:
	Date:		
Amount Reimbursed:	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">Date:</td> </tr> </table>		Date:
	Date:		

