

# APPENDIX C

## REIMBURSEMENT REQUEST FORM Paraprofessional Growth on the Job

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_

The Professional Agreement (Article XXI, Section C) provides that tuition or other fees paid for classes, workshops, etc. relating to job performance and/or responsibilities will be reimbursed up to five hundred dollars (\$500) annually provided that written approval is obtained from the personnel office prior to the start of the class or workshop and that proof of payment and evidence of successful completion are submitted to the personnel office. (Such things as mileage, lodging, and meals, etc. are not reimbursable.) If funds remain at the end of the year, approval may be granted for reimbursement for an additional class or workshop. Such requests must be made no later than June 1 for classes/workshops taken in the current school year.

Reimbursement is requested for: (please check)

Class/Course \_\_\_\_\_ Workshop/Seminar \_\_\_\_\_ Conference \_\_\_\_\_

Describe the class, workshop, conference, etc. Include date(s), cost, etc. Additional information may be attached to this form if necessary.

Note: Payment will be authorized upon receipt of proof of payment and evidence of satisfactory completion. Application forms and proof of payment and successful completion should be submitted to the personnel office.

### FOR OFFICE USE ONLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Amount approved \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Reimbursement will be approved after June 1 if funds remain \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_