

**Professional Development for CODAA – Prior Approval Reimbursement Form**

This form must be signed and approved **before** enrolling in courses, workshops, seminars or submitting requests for professional dues or periodical subscriptions. **Requests submitted without prior approval are not eligible for reimbursement or course credit.**

Employee Name: \_\_\_\_\_ Colleague ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Date: \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST:**     REIMBURSEMENT     PRE-PAYMENT†

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. \_\_\_\_\_ (Initial here)

- Conference/Class/Seminar                       License
- Dues/Periodicals/Subscriptions/Books     Travel
- Chaparral Fitness Center (up to \$100 may be used for reimbursement of annual fees for Employee membership)

Course/Conference/Seminar Name: \_\_\_\_\_

Date Class/Conference/Seminar Begins & Ends: \_\_\_\_\_

Title/Sponsor: \_\_\_\_\_

College or University: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Seminar Sponsor: \_\_\_\_\_

Tuition, Registration, Dues, Subscription Fee: \$ \_\_\_\_\_

Tuition, Registration, Fee: \$ \_\_\_\_\_

License: (1/2 of cost if required/recommended for position at COD) \$ \_\_\_\_\_

Is this job related?    Yes                       No

Provide rationale that includes how this will improve your ability to work with students and/or teach your courses: (attach additional page if necessary)

Reimbursement (\$500 max)\*: \_\_\_\_\_

**Needed to Complete Process:** Proof of payment and proof of satisfactory completion, if applicable.

**Required:** Is employee a current CODAA member?    Yes                       No

Approved                       Not Approved

\_\_\_\_\_  
Dean/Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Authorized Budget Signature (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Provost of Instruction

\_\_\_\_\_  
Date

**HR USE ONLY**

Amount of reimbursement: \$ \_\_\_\_\_

Date request sent to Accounts Payable: \_\_\_\_\_

Account #01-90-00835-52090-16    FY: \_\_\_\_\_

Date request approved: \_\_\_\_\_

Date expense approved: \_\_\_\_\_

\_\_\_\_\_  
Compensation Specialist

\*The College has established a maximum amount of reimbursement per fiscal year per CODAA member. The College will develop a budget for Professional Education Development for CODAA members per fiscal year. Once this budget is exhausted, no more funds will be available. Each fiscal year begins July 1 and ends June 30, and reimbursement is dependent upon course completion date. This form must be completed and signed before enrolling in the class, workshop or other activity, or before purchasing a membership, periodical or subscription.

## PROFESSIONAL DEVELOPMENT FOR CODAA

1. Professional Development funds are to be used for reimbursement of tuition, fees, conference registrations, seminars, travel for out-of-town conferences and seminars pursuant to COD travel policies, membership dues, appropriate academic periodicals/subscriptions, books or one-half the costs for professional licenses that are required or recommended in the official hiring guidelines.
2. CODAA member must secure prior approval for tuition reimbursement/pre-payment.
3. The Dean and the Vice President of Academic Affairs must sign the form before you can enroll in courses, workshops, seminars or conferences, or before you purchase periodicals/subscriptions. A department authorized budget signature is also required if different from Associate Dean.
4. Forms are available in Human Resources and on the College Portal.
5. Upon completion of approved work or purchase, the approval form, the evidence of payment and the evidence of completion must be submitted to the office of Human Resources to request reimbursement.

**Note:** Professional Development funds allocated for reimbursement will be from the Fiscal Year in which the course/conference/workshop concludes.