

Course/Training Reimbursement Request

Please submit separate Course/Training forms for each semester and for each workshop or training. You must attach receipts verifying all expenses and proof of successful course/training completion (i.e. unofficial transcript, copy of certificate, etc.).

Reimbursement Request	
<input type="checkbox"/>	Unit-bearing early childhood education or child development coursework
<input type="checkbox"/>	Workshop or other professional development training
TOTAL REQUEST: _____	
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Unit-bearing early childhood education or child development coursework	
Title(s) / Course Number(s) _____	
College/University _____	
# of Units _____	
Beginning and Ending Dates _____ to _____	
Tuition Fees _____	
Cost of Required Books _____	
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Workshop or other professional development training	
Title _____	
Name of Organization Providing Professional Development _____	
# of Hours _____	
Beginning and Ending Dates _____ to _____	
Fee for Registration _____	
Fee for CEUs _____	
Cost of Required Books _____	

By signing this document I am certifying all of the information provided above is true and correct.

Signature		Date	
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