



PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM

INSTRUCTIONS --Scan and email to **Joy** at jspain@pathwayschools.org;
therapists should cc **Theresa** at tbaxter@pathwayschools.org

Upon completion of the course/workshop/conference, employee should scan and email the following documents:

1. If **course**, attach grade (must be at least a B), or
If **conference or workshop**, attach proof of attendance.
2. Proof of payment, copy of cancelled check, or receipt.

REQUESTED BY: _____ DATE: _____

NAME AND DATE OF APPROVED COURSE/ WORKSHOP:

DOCUMENTATION MUST BE RECEIVED WITHIN 60 DAYS OF COURSE COMPLETION OR 30 DAYS OF WORKSHOP DATE.

To be completed at Administrative Office

ESTIMATED REIMBURSEMENT AMOUNT APPROVED ON _____ \$ _____

AUTHORIZATION FOR PAYMENT _____ \$ _____

Executive Director

Check No. _____ Date _____