



WORKSHOP & CONFERENCE APPROVAL FORM

INSTRUCTIONS (Scan and email to Academic or Clinical Coordinator)

At least 2 weeks prior to attending a workshop/conference, employee must scan and email:

1. this completed form,
2. copy of pertinent literature about the workshop/conference, and

Requesting Leave--if course is during the workday, request leave through PAYCHEX

A copy of this form will be emailed back to employee once approval and reimbursement status is determined.

Requested by: _____ Date: _____

Title of Workshop/ Conference: _____

Location: _____ Cost: \$ _____
(registration fees only are covered)

Date (mo/ day/ yr): Begin _____ & End _____

Comments: _____

**To be completed by Professional Development Reimbursement Committee
Administrative Office**

Attendance approved denied Reimbursement approved denied

Reason denied: _____

Estimated reimbursement amount approved: \$ _____ Date: _____

Administrator's Signature: _____



NOTE: After workshop completion, submit REIMBURSEMENT FORM with proof of attendance and payment attached to receive reimbursement.