

## CLASSIFIED PROFESSIONAL DEVELOPMENT (CPD) REIMBURSEMENT REQUEST

Funds are provided by the Classified Professional Development Team – they are not Union bargained funds.

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NAME _____	L# _____
OFFICE PHONE _____	E-MAIL _____
DEPARTMENT _____	POSITION _____
FTE: <input type="checkbox"/> 1.0+ <input type="checkbox"/> .50 - .99 <input type="checkbox"/> less than .50	Past your initial trial service: <input type="checkbox"/> Yes <input type="checkbox"/> No

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**1. Attach both of the following:**

- a) Copy of receipt(s)
  - ☐ Seeking pre-approval? Check this box and attach documentation of your estimated costs instead.
- b) Detailed information regarding activity & content (flyer, brochure, or class registration)

**2. Reimbursement goes to (check one):**

- ☐ Employee
- ☐ Department → FOAP to be reimbursed: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*Must be same FOAP from which original charge was made.*  
*P-card green sheet or ExpressLane/Banner print screen will be required before reimbursement can be made*

**3. Purpose of Funding (choose from dropdown list):** \_\_\_\_\_  
 If seeking degree/certificate, when will you graduate? \_\_\_\_\_

**4. Total Expected Cost:** \_\_\_\_\_ (minus financial assistance that does not need to be repaid by you or your department)  
*Note: Award amounts will not exceed person/department term and/or annual limits*

**5. Dates of Activity:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**6. ESSAY QUESTION (1 paragraph):** How will your request benefit both you and the College on a professional level?  
*(use a separate sheet of paper if you need more space)*

**EMPLOYEE AGREEMENT:**

- ☐ By checking this box I agree to the following: this request is either work-related or will benefit the college in a professional capacity. It is not a requirement for my job by contract. For activities occurring during my normal working hours, I have made arrangements with my manager and he/she has authorized my attendance.

**Submit via email to [CPDT@lanecc.edu](mailto:CPDT@lanecc.edu)**

*If you do not have access to a scanner, you can send your application to Casandra Rhay in Financial Aid.*