



LOWER COLUMBIA COLLEGE

CLASSIFIED STAFF PROFESSIONAL DEVELOPMENT/TRAINING REQUEST FORM

NAME _____ DATE _____

DEPARTMENT _____

TITLE OF DEVELOPMENT/TRAINING OPPORTUNITY _____
(Attach agenda, course description *if available*)

TRAINING DATES: FROM _____ TO _____ LOCATION _____
(Attach supporting documentation)

TOTAL FUNDS REQUESTED FOR:

\$ _____ Training
\$ _____ Tuition
\$ _____ Travel
\$ _____ Other Fees & Expenses
\$ _____ TOTAL

PAYMENT:

College Pays Directly
 Reimbursement

PURPOSE FOR TRAINING

APPROVAL (Get Supervisor and Vice President signature, then submit to HR)

Amount Approved \$ _____ (\$150 Max)

Employee Date

UMCC Member Date

Supervisor Date

UMCC Member Date

Vice President Date

UMCC Member Date

cc: Employee, Human Resources, Business Office

CLASSIFIED STAFF DEVELOPMENT/TRAINING FUNDS INFORMATION

PURPOSE

The purpose of the Classified staff development/training funds is to allow employees the opportunity to further develop their job skills, grow professionally, and pursue their areas of interest. Employees can receive up to \$150 towards professional development each fiscal year. Funds will be dispersed in same fiscal year as expense is incurred. The College will approve eligible requests as long as funds are available.

EXAMPLES OF QUALIFYING USES FOR FUNDS

Courses

Trainings – Workshops, seminars, conferences, etc.

Books

Fees & expenses related to course/training

Computer software

PROCESS

All requests must have prior approval by employee's direct supervisor.

After supervisor approval:

Complete Classified Staff Development/Training Request form

Submit form to HR for approval and additional signatures

HR will process the request for payment

PAYMENT

Employees have the option to pay for the development/training opportunity and then be reimbursed by the College or the College can pay for it directly.

Reimbursement – Employee must provide supporting documentation that clearly shows the amount that was paid.

College pays directly – Employee must provide documentation showing the total cost for the development/training as well as verification of enrollment/registration if applicable.