



LOWER COLUMBIA COLLEGE

EXEMPT STAFF PROFESSIONAL/DEVELOPMENT/TRAINING REQUEST FORM

NAME

DATE

DEPARTMENT

TITLE OF TRAINING

(Attach agenda, course description, book description, etc.)

Training Dates (Attach supporting documentation)

From

To

Location

TRAINING PURPOSE

PAYMENT

College Pays Directly

Reimbursement

Total Funds Requested	
\$	Training
\$	Tuition
\$	Travel
\$	Other Fees/Expenses
\$	Total

APPROVAL

Amount Approved

Employee

Date

Supervisor

Date

Vice President

Date



PURPOSE

The purpose of the Exempt 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. 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 Exempt Training and Professional Development Scholarship 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.