MOTT COMMUNITY COLLEGE

PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM
EXEMPT MANAGERS & EXEMPT OTHER

(Please attach receipts and return to the Human Resources Office.)

Name _____ Datatel ID _____

Amount Requested _____

Special Instructions _____

_____

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NOTE TO EXEMPT MANAGERS:
You are eligible for $1500 per year for Professional Development, and may accumulate up to $3,000.

NOTE TO EXEMPT OTHERS:
You are eligible for $425 per year for Professional Development, and may accumulate up to $1,500.

_____ _____

Employee Signature Date

TO BE COMPLETED BY HUMAN RESOURCES

Previous Balance _____ New Balance _____

Amount reimbursed this request _____ Date _____

Account Number _____ HR Signature _____