MOTT COMMUNITY COLLEGE

PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM

EXEMPT EMPLOYEES

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

Name _____ Datatel ID _____

Amount Requested _____

Special Instructions _____

_____

_____

_____

_____

_____

_____

NOTE: *Employees in Grades 1-11 are eligible for $1,500 per year and may accumulate up to $3,000.*
Employees in Grades 12-23 are eligible for $425 per year 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 _____