



MOTT COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM
EXEMPT EMPLOYEES

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

Name _____	Datatel ID _____
Amount Requested _____	
Item(s) Purchased and/or 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 _____
Requisition Number _____	