

MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL SCHOOLS

Professional Development Workshop/Seminar Reimbursement Form

SECTION 1. The staff member requesting approval for workshop/seminar reimbursement completes Section 1.

- Complete the information requested in Section 1.
- Submit the completed form to your Principal/Department Head. (One request/workshop/course)

NAME: _____	DATE: _____
Name of Staff Member Requesting Approval of Reimbursement: Please print your name.	

CAMPUS: (Check One) Academy/Edison Academy/Woodbridge East Brunswick Perth Amboy Piscataway Central Office

NAME OF PROFESSIONAL DEVELOPMENT PROVIDER: _____

TITLE OF WORKSHOP/SEMINAR: Please print exact title and attach a copy of the course/workshop description.

START DATE: _____	SCHOOL YEAR: _____
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TOTAL HOURS: _____	COST: \$ _____
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I hereby request your approval of, and subsequent reimbursement for, the workshop/seminar listed above pursuant to the provisions of the Agreement between the Middlesex County Vocational and Technical Schools Board of Education and the Middlesex County Vocational Education Association for the school year _____ - _____.

I AM PERMANENTLY CERTIFIED IN: _____

STAFF MEMBER SIGNATURE: _____

NOTES:

1. A teacher must first complete the requirements for teacher certification in the position now held before becoming eligible for tuition reimbursement.
2. Tuition reimbursement payments for graduate level courses leading to a degree may be taxable pursuant to Internal Revenue Code – Section 127 for all requests submitted on or after February 1, 1997.
Cost of \$200 annually as per contract Article VII R.6.

SECTION 2. The Principal/Department Head completes Section 2.

- Review Section 1 of the form for accuracy.
- Complete, sign and date Section 2.
- Forward the completed form to the SUPERINTENDENT.

Name of Principal/Department Head: _____

Principal/Department Head Signature

Date

SECTION 3. Request for Approval of Professional Development Workshop/Seminar Reimbursement For Administrative Use Only

To: Mr. Brian Loughlin, Superintendent

Re: Request For Approval Of Workshop/Seminar Reimbursement Yes No

Forward To: Personnel Office Recorded in Personnel Office.
 Copied to the Business Office.
 Returned to the Principal/Department Head.

SECTION 4. Request for Approval of Workshop/Seminar Reimbursement is returned to the Principal/Department Head

- Principal/Department Head provides their staff member with a copy of the - Request for Approval of Workshop/Seminar Reimbursement.

SECTION 5. Staff Member

- Upon completion of the workshop/seminar, refer to the Checklist on the reverse side of this form to process your reimbursement.