



Professional Development for Occidental College SEIU Represented Staff

Occidental College's Professional Development Fund

The College has established a Development Fund through which full time bargaining unit employees may be able to receive reimbursement of up to \$500 for approved expenses associated with professional development activities that are directly related to their current job duties (as determined by the College in its sole discretion).

Reimbursement requests must be submitted to and approved or disapproved by the employee's supervisor, on a **Professional Development Opportunity Request Form** developed by the College, which contains the type of reimbursement requested (travel, conference, lodging, etc.) and supporting documentation.

SEIU Represented Staff Professional Development Opportunity Request Form (Please Complete and Submit to Your Supervisor At Least 4 Weeks in Advance of the Opportunity)

Employee Type: ☐ Hourly Staff ☐ Exempt Staff

Employee Name: _____

Employee Job Title: _____
(Attach current position description)

Department: _____ Division: _____

Title of Development Opportunity: _____
(Attach related materials with training description)

Location: _____ Date(s): _____

Purpose of attendance (Briefly describe relevance to job requirements; organizational offices held; membership on committees; presentation to be given, etc., and benefit to your role):



Estimated \$ Costs:

Registration: \$ _____

Transportation: \$ _____

Accommodations: \$ _____

Other Expenses: \$ _____

Form of Transportation: _____

Type of Accommodation: _____

Describe: _____

Total: \$ _____

Member of the sponsoring organization? ☐ Yes ☐ No

Are you receiving other funding support for this opportunity? ☐ Yes ☐ No

If Yes, how much? \$ _____ Source of funds: _____

If approved, expenses incurred by the employee in excess of the approved funding is the responsibility of the employee.

Employee's Signature Date

Supervisor's Signature Date

Divisional VP Signature Date

Funding approved by AVP/CHRO Human Resources: ☐ Yes \$ _____ ☐ No

AVP/CHRO's Signature Date