



OFFICE OF PROFESSIONAL DEVELOPMENT

**APPLICANTS: PLEASE READ – THIS WILL SAVE YOU TIME IN THE REIMBURSEMENT PROCESS**

Please submit the following documentation to your **Director/Principal** (after completion of course/workshop/conference). **DO NOT** send any receipts or documentation to the Office of Professional Development.

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**THIS IS A CHECKLIST. You do not need to include this sheet when turning in documents and receipts to your principal.**

- \_\_\_\_\_ Receipt/Proof of Payment  
Please give your original receipt, canceled check (front and back), or charge receipt to your principal/supervisor. (Contact your college/university for a copy of your receipt/proof of payment)
- \_\_\_\_\_ Request for mileage  
Please submit a copy of map quest (for conferences and workshops only).
- \_\_\_\_\_ Grade report
- \_\_\_\_\_ Documentation of attendance  
Please give your certificate or dated agenda to your principal/supervisor.

**If you did not complete the course/workshop/conference and do not need reimbursement, please contact the Office of Professional Development immediately.**

**IMPORTANT NOTICE TO ALL APPLICANTS:**  
**Paperwork for all activities ending between July 2017 and June 15, 2018, must be turned in to Finance by June 20, 2018. Paperwork not received by then may not receive reimbursement.**

Upon completion of your course/conference/workshop, please submit your receipt(s), grade report and/or certificate of attendance to your director/principal to meet the deadline. **If your paperwork has not been received by the deadline, you will not be reimbursed.** Please contact the Office of Professional Development if you have any questions or concerns.

THE OFFICE OF PROFESSIONAL DEVELOPMENT

301 North Ninth Street, 14<sup>th</sup> Floor  
Richmond, VA 23219  
Phone: 804.780.7889  
Cjames2@rvaschools.net



## OFFICE OF PROFESSIONAL DEVELOPMENT

**DIRECTOR/PRINCIPAL:** Attached is a Tuition Reimbursement Form from one of your staff. Please use this sheet as a checklist to ensure all steps are completed on the bottom portion of the Tuition Reimbursement Request Form (the Reimbursement Request Summary portion of the form)

***YOU DO NOT NEED TO INCLUDE THIS SHEET WHEN YOU TURN PACKET IN TO FINANCE***

### **How to fill in Reimbursement Request Summary (Bottom Portion)**

- Date Application Received:** This is the date you receive the application back from the Office of Professional Development
- PO#:** This should be filled in for you. If this is blank, then it hasn't been processed thru the Office of Professional Development – PLEASE CONTACT THEM IMMEDIATELY!
- Vendor #:** This should be filled in for you. If this is blank, then it hasn't been processed thru the Office of Professional Development – PLEASE CONTACT THEM IMMEDIATELY!
- Tuition Reimbursement Invoice #:** (same as the date to be submitted to finance **PLUS** # of application being processed that day (ex. 031412- 01)
- Date Verification Received:** This is the date applicant turns in documentation, grades, and receipts
- Final Grade / Proof of Attendance:** Enter applicants' grade if they attended a class. If no grade is applicable (conference or workshop), enter YES if you have proof of attendance
- SCHOOL/DEPT/FLOOR:** Enter applicant's school or department name or location
- PAYABLE TO Box:** Enter applicants name and address (where to mail check). **Enter amount applicant is eligible for based upon receipts submitted to you.** Enter date submitted to Finance.
- Signature of Department Director or Designee:** SUGGESTION: Do not sign until *after* you have entered the amount due to applicant (*based upon receipts applicant submitted*).
- Mail application along with receipt and grade (or proof of attendance) to the Finance Office, 16th Floor.**

### **IMPORTANT NOTICE:**

**Paperwork for all activities ending between July 2017 and June 15, 2018, must be turned in to Finance by June 20, 2018. Paperwork not received by then may not receive reimbursement.**

Upon completion of course/conference/workshop, the applicant will submit receipt(s), grade report and/or certificate of attendance to you to meet the deadline. **If paperwork has not been received by the deadline, there will be no reimbursement.** Please contact the Office of Professional Development if you have any questions or concerns.

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