



**\$100 PROFESSIONAL DEVELOPMENT
REIMBURSEMENT FORM**
Edmonds Education Association (EEA) Members Only
2018 - 19

The employee must attach a RECEIPT of PAYMENT for the professional development activity before sending to HR.

Per the EEA Procedural Agreement, Article VI Section 6.13, this form is to be submitted for **up to \$100.00 reimbursement**, once per school year, for classes/activities (e.g. college credits, National Board certification, clock hours, professional development activities leading **up to** a professional certification) for the purposes of professional development as listed in the criteria below. These activities need to be completed between September 1, 2018 and August 31, 2019.

(Please circle below any or all that apply.)

- 1. It pertains to your current assignment or expected assignment for the following school year.
- 2. It is specifically required for obtaining advanced levels of certification.
- 3. It is included in a college or university degree program that pertains to your current assignment or potential future assignment as a certificated instructional staff of the school district.
- 4. It is necessary for maintaining certification.

Name: _____		Work Site: _____	
<small>Please Print</small>			
Phone: _____	Email: _____		
Signature _____	Date: _____		

All employee reimbursements will be deposited to your account by ACH (direct deposit). Instead of receiving a warrant (check) we will automatically deposit your reimbursement into the primary bank account you have designated for your monthly payroll.

Final approval will be determined by the **Human Resources Director for Certificated Staff** when form is received **with receipt of payment attached.**

SUBMIT to HR Director for Certificated Staff - ESC
before August 31, 2019.

Reimbursement Approved: _____ Date: _____
(HR Director, Cert Staff)

HR approved and forwarded to Jennifer Smith, Accounts Payable, for payment