

Marysville School District Professional/Technical Group: Non-Exempt & Exempt

Professional Growth Reimbursement Instructions

Current year professional growth reimbursements are for tuition and fees completed between September 1st and August 31st.

Basic Allowance for Professional Growth Reimbursement

The District will provide basic allowance reimbursements of \$1,000 to Professional/Technical Group Exempt and Non-Exempt employees.

NOTE: Professional/Technical Group Exempt and Non-Exempt employees may carry over up to \$500 from the 2021-2022 school year, not to exceed a total of \$1,500 for the 2022-2023 school year.

Approved Reimbursements:

Professional Growth monies can be requested to support a professional growth plan upon approval of the Supervising Administrator. Examples include tuition and training workshops.

Disapproved Reimbursements:

Professional Growth monies cannot be used for related travel expenses or for annual conferences that the employee typically attends.

Submitting your Reimbursement Request:

The following documents must be submitted to HR no later than **September 15th** by 4:30 pm (*late submissions will not be accepted*) for tuition and fees paid for between September 1st and August 31st:

- ✓ Completed **Professional Growth Reimbursement Application**
- ✓ **Itemized Receipt** (vendor invoice, registration confirmation, tuition statement)
- ✓ **Proof of Payment** (receipt showing payment type, canceled check, redacted credit card statement)
- ✓ Appropriate **Verification of Completion** of the course/activity are to be provided to the District (unofficial transcript, certificate of attendance or completion, clock hour form signed by the instructor, etc).

If you have any questions, please contact Human Resources, Ext. 20070

Professional Growth Reimbursement Application

This application must be completed and accompanied by the following documents.
Please submit all documentation to Human Resources no later than September 15th at 4:30 pm.

Incomplete applications and/or lack of documentation will not be processed.

REQUIRED DOCUMENTS

- ☐ **Itemized Receipt** (vendor invoice, registration confirmation, tuition statement)
- ☐ **Proof of Payment** (receipt showing payment type, canceled check, redacted credit card statement)
- ☐ **Verification of Completion** (unofficial transcript, certificate of attendance or completion, clock hour form signed by the instructor, etc.) **The completion of courses must occur between September 1st – August 31st.**

EMPLOYEE INFORMATION

- ☐ Course Completion Date: _____
- ☐ Full Legal Name: _____ School/Assignment: _____
- ☐ This reimbursement is for: *Check one* ☐ Tuition ☐ Books ☐ Membership ☐ Training Workshop
- ☐ **Receipt:** Payment AMOUNT: _____ Payment DATE: _____
- ☐ Title of Tuition/Books/Membership/Training Workshop: _____

- ☐ Description of Course(s) Tuition/Books/Membership/Training Workshop: _____

- ☐ How does this directly relate to improvement of your skills in your assignment?

I hereby state that the information I am submitting on this form is accurate and true.

Employee Signature: _____ Date: _____

Return Application to: Human Resources Department