



Professional Development and Sabbatical Leave

Application for Assistance and Leave

Please refer to Article on Application for Professional Development in the Collective Bargaining Agreement for information. Requests for tuition reimbursement will be considered. Submit all pertinent information and documents (include Travel Authorization with dates, place, purpose, and expenses). Please refer to State and Collective Bargaining travel regulations for allowances for meals, lodging, and travel.

THIS REQUEST IS FOR: Conference Tuition Professional Membership

I AM: Full Time Part Time

Name of Faculty/Staff: _____

Date(s) of Conference/Activity: _____

Name of Conference/Activity: _____

Location (City, ST): _____

Registration Cost: _____ **Airfare Cost:** _____ **Hotel Cost:** _____
Other Expenses: _____ **Total Requested:** _____

Are you requesting meal reimbursement? Yes No **Mileage reimbursement?** Yes No
Meals are only reimbursable for out-of-state trips; ITEMIZED AND PAYMENT RECEIPTS ARE REQUIRED FOR MEAL REIMBURSEMENT!

If you are a teaching faculty member, please include a brief description of how your class(es) will be covered during the date(s) requested: _____

Faculty/Staff Signature **Date**

ALL REQUESTS FOR REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT FUNDS MUST BE SUBMITTED ON THIS FORM AND RETURNED TO KIM HOGAN, DEAN OF ADMINISTRATION.

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Office of Administration Use Only

In accordance with Collective Bargaining Sabbatical Leave and Professional Development and in line with policy recommendations developed by the Sabbatical Leave and Professional Development Committee, I am approving your request for professional development as follows:

Amount Requested: _____ Amount Approved*: _____

Dean of Administration Date

* Reimbursement based on individual allocation determined by the recommendations of the Professional Development Committee and availability of Professional Development Funds for the Fiscal Year.

For office use only:
TA #: _____
Date Scanned to EE: _____

Dean of Administration
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