CITY COLLEGES of CHICAGO
Education that Works

Part-Time Adjunct Faculty - CCCLOC IEA-NEA Professional Development Form

➢ **Instructions:**
- Compete this form and obtain all required signatures.
- Attach this document in a PDF file format to your online Travel Authorization (TA) request that must include a copy of conference, seminar, training, and course schedule with the to and from dates, agenda and cost.
- Please include any supporting documentation that is related and beneficial to your request.
- All professional development reimbursement expense request must be submitted within 15 days from the last day of travel and/or purchase.
- All tuition reimbursement expense request must be submitted no later than 30 days after the last day of class that includes a grade report(s) and proof of payment(s).
- Please do not register for a conference or class/course or make purchase until your request have been completely approved because you will be ineligible for expense reimbursement.

➢ **Qualifications:**
- Eligible after 2-two years in the bargaining union with 2-two regularly scheduled classes per academic year.
- Must have the advance approval from the Department Chair before seeking the approval of the College's Dean of Curriculum & Development and College President.
- Reimbursement Expense Request's for tuition and professional development combined cannot exceed the $1,500 per fiscal year limit.

EACH FISCAL YEAR END'S ON JUNE 30TH. PLEASE BE MINDFUL ALL EMPLOYEE REIMBURSEMENT REQUESTS MUST BE SUBMITTED NO LATER THAN 30 DAYS AFTER THE LAST DAY OF CLASS AND 15 DAYS AFTER LAST DAY OF PURCHASE OR IT WILL BE DENIED AND INELIGIBLE FOR NEXT FISCAL YEAR BUDGET.

Applicant:	**Title:**	**College:**
Date(s) of absence (if applicable)	**Begin:**	**Return:**

Person in charge during your absence (if applicable):

Title of Conference/Class(es):

Date(s) of conference/class(es):	**Begin:**	**End:**

Specify how the conference/class relates to your current job and probable future job is beneficial to City Colleges of Chicago:

Please attach your documentation estimated cost to your online Travel & Authorization: Conference agenda, conference cost, tuition/registration cost, memberships, and other relevant documentation to substantiate your expense request.

Course/Conference Title	Course/Conference Dates	Tuition/Conference Cost
	Total Tuition/Conference Expenses	$

Business Services Office: Must complete this section before attaching this document as support and submitting it through the online Travel and Expense approval workflow.

If yes, please indicate the total amount already reimbursed this current fiscal year in the fields indicated below:

BSO, Initial's: _____ and Date _____   • Part-Time Adjunct Faculty Employees - $1,500 minus total amount already reimbursed $_____

Indicate Funding Source Chartfield for Professional Development and/orTuition Reimbursement: _____

Signatures Required:		**Date**
Applicant:		
Print Name:	**Signature:**	

Special Note: Release of Reimbursement funds is contingent upon the receipt of all required attachments and online reviewers and management approvals. If your requests is missing required information and/or support documentation it will be returned to the Applicant via email through the Travel & Expense Module online email notification process.

Required Approvals:		**Date**
Department Chair:		
Print Name:	**Signature:**	
College Dean of Curriculum & Development:		
Print Name:	**Signature:**	
President:		
Print Name:	**Signature:**	