

CLACKAMAS COMMUNITY COLLEGE

APPLICATION FOR CLASSIFIED PROFESSIONAL DEVELOPMENT FUNDS

Date:

Name:

Maximum amount allowed is \$2,000.00 per fiscal year.

College Credit Card

Pre-authorization to use a College credit card must be granted by HR prior to its use.

Please attach proof of pricing for each expense, along with event description and agenda. This form must be signed by the Dean/Director if requesting to use a College card.

Amount requesting to use College card for \$

Reimbursement Request

Please attach a completed Request for Payment (RFP) form, receipts, and event description and agenda, if applicable, and enter requested amount below.

Requested amount: \$

Date and purpose of activity:

Approvals:

Employee: _____ **Date** _____

Supervisor: _____ **Date** _____

HR: _____ **Date** _____