

Provo Education Support Professional Education Incentive Application for Reimbursement

Name: _____ EMP ID: _____
Position: _____ School: _____
Phone: _____ Email: _____
Date: _____

Information about the class/training you are requesting reimbursement for:

Name: _____
Where: _____
Date: _____
Time: _____
Other: (i.e. website, attach brochure, etc.) _____

Please give a short description of how these class/training will aide you in your current position.

Cost of the class _____
Have you ever been to this training before? _____ Date: _____

Guidelines and Procedures for ESP Education Incentive Funds

Incentive funds can be used for job related professional development courses, (i.e. education, certification, training, etc.) not currently covered by district funds, or to enhance abilities and skill sets for future job opportunities within PCSD.

- Employees must complete all district required training (ex: Safe Schools) before requesting additional professional development
- Classes need to be pre-approved through Human Resources at least two weeks prior to the beginning of the course
- Maximum payment per course/per person/per fiscal year will not exceed \$1250.00
- Reimbursement will occur upon successful completion of the course. Documentation of course payment (receipt) and completion of the course must be submitted to Diana Dean in Human Resources. Reimbursement will occur “net 30” from the time documentation is received
- Time spent in course/training is unpaid
- Applicants must have supervisor’s approval through NovaTime if class time will be during regular work hours.

To begin the approval process, please submit this application to Provo City School District Office of Human Resources C/O Diana Dean dianad@provo.edu 801.374.4823 W * 801.857.0732 C * 801.374.4808 F
280 West 940 North Provo UT 84604

Office use only:
HR Approved _____ yes _____ no _____ Date: _____
Brief explanation if not approved:

Signature: _____