

PROFESSIONAL GROWTH
CREDIT REIMBURSEMENT FORM
STAPLES MOTLEY

NAME _____ DATE _____

- ** Credits must be submitted in 15 or 30 credit increments. *(1 semester credit = 1.5 quarter credits)*
- ** The maximum credit reimbursement limit is thirty (30).
- ** Classes taken **BEFORE** June 30, 2015 are reimbursed at \$25.00 per credit;
Classes taken **AFTER** July 1, 2015 are reimbursed at \$50.00 per credit.
- ** The Professional Growth Committee will meet in Sept., Dec., March and June as needed.

Course No. & Description	Credits	College	Dates of Courses

Be sure to **COMPLETE AND SUBMIT A MILEAGE AND EXPENSE FORM** with this form and attach a copy of your transcripts. Signing the mileage and expense form indicates that you have not claimed more than thirty credits.

Recommended by Professional Growth Committee:

Chairman**Date**