



Union Travel, Tuition and Expense Reimbursement Request Form for Local 1600 and AFSCME Local 3506

> For Local 1600 and AFSCME Local 3506 Travel and Expense Reimbursements:

- Complete this form and obtain all required signatures.
- Your online request requires this document in a PDF file format which include a copy of all original itemized detailed receipts and original proof of payment clearly identified with your name on all documents.
- Please include any supporting documentation that is related and beneficial to your request.

> Reimbursements for tuition and professional development combined cannot exceed:

- \$1,000 per fiscal year for Faculty & Training Specialists under the Local 1600 Faculty & Training Specialists contract; plus \$750 Reimbursable Travel Expenses.
- \$1,200 per fiscal year for Full & Part-Time Professional Personnel under the Local 1600 Professional Employees contract; plus \$750 Reimbursable Conference Expenses.
- \$1,500 per fiscal year for Adult Educator Personnel under the Adult Educators/Coordinators AFSCME Local 3506 Employees contract.

FISCAL YEAR ENDS ON JUNE 30TH. PLEASE BE MINDFUL 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 WILL BE APPLIED TO THE NEXT FISCAL YEAR.

Employee Type: Local 1600 Faculty Local 1600 Training Specialist Local 1600 Professional AFSCME Local 3506

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

1600 Faculty, 1600 Professionals and AFSCME Unions: Please attach in the Travel & Expense Reimbursement online site: conference information, conference payment receipt, tuition/registration payment, airfare quote, and other relevant documentation.

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

Special Note: Adult Educators/Coordinators -- AFSCME Local 3506 Professional Development funds are available after 2 full years of employment, who are regular scheduled to work 12 hours a week are entitled to apply for reimbursement.

BUSINESS MANAGER: Complete this section before attaching this document as support and submitting it through the Travel and Expense approval workflow.

Has this applicant received any other reimbursement(s) this fiscal year for tuition and/or professional development? Yes _____ No _____

If yes, please indicate the total amount already reimbursed this fiscal year: \$ _____

If yes, also indicate the fiscal year balance remaining:

• For Local 1600 Faculty & Training Specialists - \$1,000 minus total amount already reimbursed \$ _____

• For Local 1600 Professional Employees - \$1,200 minus total amount already reimbursed \$ _____

• For AFSCME Local 3506 Employees - \$1,500 minus total amount already reimbursed \$ _____

Indicate Funding Source Chartfield for Tuition Reimbursement: _____

Signatures Required:

Date

Applicant: _____

Print Name: _____

Please complete this document and attach all supporting information related to your expense request to your online Travel Authorization before submitting your request for approval.

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/Traveler via email through the T&E Module online email notification process.

Union Professional Development Committee Comments: