

# UC ANR Staff Assembly Educational Reimbursement Application

Please type or print clearly.

Complete both pages of the application form.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Payroll Title (Career employees only): \_\_\_\_\_

Date completed probationary period: \_\_\_\_\_

Mailing Address:

Provide the following information for each course, seminar, or conference you completed:

Title: \_\_\_\_\_

Description (you may attach a copy of official program description):

Title: \_\_\_\_\_

Description (you may attach a copy of official program description):

Date(s) attended: \_\_\_\_\_

Total Cost of course/seminar/conference:

Note: Travel, food, parking and incidental expenses are not eligible for funding consideration.

Tuition \$ \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_

Books \$ \_\_\_\_\_

Materials \$ \_\_\_\_\_

Other Expenses \$ \_\_\_\_\_ Specify: \_\_\_\_\_

TOTAL

Total requested for all training combined (not to exceed \$499): \$ \_\_\_\_\_

Other funding sources \$ \_\_\_\_\_ Specify: \_\_\_\_\_

Education/Development goals:

High School Diploma

Certificate Program

Associate's Degree

Professional Development

Bachelor's Degree

Master's Degree

Ph.D.

Other (specify) \_\_\_\_\_

If applicable, name of degree program of study: \_\_\_\_\_

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How did this course/seminar/conference assist you in enhancing your current job skills for advancement opportunities or career change within the university system? Be specific and explain the benefit and relationship to your career goals.

What additional development activities/endeavors have you undertaken pertinent to your education or professional goals?

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: By signing this you confirm that the applicant has passed probation and is an employee in good standing.

**DEADLINE: Close of business of each cycle (April 15th and October 31st).**

**Attach receipts for all eligible paid expenses and proof of successful completion (i.e., grade report, transcript, certificate, etc.) to this application. Applications received without all required documentation will be returned.**

**Email completed and signed application with documents to  
slake@ucanr.edu and wskillman@ucanr.edu**