Management Professional Development Fund
Reimbursement Request Form

After being approved for Management Professional Development Committee funding, there are only two ways to cover expenses or be reimbursed for expenses related to conferences, workshops, or short-term training:

1. Use your Lane Community College Department Purchase Card to cover all or some expenses.

2. Pay for all or some of your own expenses using personal credit card, check or cash.

For reimbursement, please submit this Reimbursement Request along with ALL required forms and receipts to the MPDC Chair within 2 weeks of returning from event.

Name: **Date:**

CHECK ALL THAT APPLY:

☐ I have expenses to be reimbursed that I personally paid for: $

☐ I have P-Card expenses to be reimbursed: $

INSTRUCTIONS:

☐ Complete this form and attach to front of all other documentation.

☐ Complete the Expense Reconciliation on the Lane ***Travel and Expense Authorization Reimbursement Form*** following College Travel procedures.

☐ Attach the required receipts per the College Travel procedures.

☐ Have the completed ***Travel and Expense Authorization/Reimbursement Form*** signed by your supervisor.

☐ If you have P-Card expenses to be reimbursed to your department, complete an ***Inter-Campus Order (ICO)*** indicating the actual amount spent on the P-Card, as well as, the FOAP(s) to be credited. Attach copy of P-Card statement if you have it, or Budget Query along with **copies** of all P-card receipts (keeping original receipts to submit to College Finance with your green P-Card statement).

MPDC Chair Signature Date

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