



Please see what needs to be included when submitting your application.

Please do not just ask for \$1000. We need to know the exact cost of what you are applying for.

1. Asking for Tuition Reimbursement?
 - a. Please include the name of the school you are attending and a link to the website that shows the certificate/degree you are working on.
 - b. Please list the total price of tuition you are paying for the course you want reimbursed for.
 - c. Attach a copy of the receipt or invoice showing the amount you are asking for reimbursement for.
2. Purchasing Educational materials?
 - a. Please include an attachment that shows the receipt or invoice for the price of the materials.
 - b. Make sure your application explains what the materials are for. If there is a website link, please include it.
3. Taking an online course/training?
 - a. Include the link to the website for the online course with a description.
 - b. Make sure that if the training is for set days, it starts and ends before June 30th.
 - c. List the full price of the course/training.
 - d. Include an attachment that shows a screenshot of the registration fees, an invoice/receipt, or a website link that takes you to a page showing the cost to sign up.
 - e. If you are requesting funding for more than one certification/class, include all the information above in a Word document with the cost of each certification and its corresponding website link in an itemized list. Only the items listed will be considered for funding.
4. Attending a conference/training? Traveling in-state or out-of-state? **The conference must be open for current registration so a portion of your awarded Pro Grow funds can be used immediately, in order to submit an application.** (Please select all that apply below.) You do not need to include a travel request with your

application, but if you do, this ensures you have all the expenses listed that are required to complete your application.

- a. An **Emburse Pre-Approval** form is preferred (Your department's ISS, office liaison, procurement officer will know what this is).
- b. Include the link to the website for the conference you are attending, ensuring that registration is open for the event.
- c. Include a screenshot of the registration fee or a paid receipt.
- d. How are you getting to the conference? By car? Include a copy of the Google map mileage. (to calculate the trip cost (total mileage x \$.67 per mile). Going by car and then by plane? Include mileage, parking fees, a screenshot showing the flight cost round-trip, or a receipt for the paid airfare, shuttle/taxi fees)
- e. Work with your purchasing liaison to figure out your meal reimbursement rates. This would be for all meals not included at the conference.
- f. Staying overnight? Please include a screenshot of the hotel cost for all nights you will be staying, or attach a copy of the receipt.