LOS ANGELES COMMUNITY COLLEGES
HUMAN RESOURCES
770 WILSHIRE BOULEVARD
LOS ANGELES, CA 90017

REPORT OF COMPLETION FOR TUITION REIMBURSEMENT FOR PROFESSIONAL ACTIVITY

THIS FORM SHOULD BE COMPLETED ONLY AFTER YOUR APPLICATION FOR TUITION REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT HAS BEEN APPROVED.

INSTRUCTIONS: Complete form and attach verification of attendance for non-college activity, fees, and transcripts. Forward form and attachments to Assignments and Administrative Services Unit, Human Resources Division, ESC.

Last Name _____ First & Middle Names _____ Employee Number _____ Unit _____

Address _____ PO Box _____

City _____ State _____ Zip Code _____ Telephone _____

Assignment Location _____ Classification _____

COMPLETE APPROPRIATE ACTIVITY SECTION						
☐ COLLEGE OR UNIVERSITY	NAME OF COLLEGE OR UNIVERSITY	DATES ATTENDED		QUARTER UNITS	SEMESTER UNITS	NON CREDIT -
☐ WORKSHOPS, SEMINARS, INSTITUTES, OR OTHER ORGANIZED ACTIVITIES	TITLE: SPONSOR: ADDRESS:	INCLUSIVE DATES		TOTAL HOURS	FEE AMOUNT	
	TITLE: SPONSOR: ADDRESS:					

I hereby request that tuition reimbursement be granted for the following described professional growth activity, which was approved by the Tuition Reimbursement Committee. Verification of attendance for non-college activity, fees, and transcripts are attached.

Signed: _____ Date: _____