Maine School Administrative District #35

Request for Reimbursement
Professional Course(s)/Workshop(s)

I request the lump sum payment of $_____ as reimbursement for the following course(s):

Course(s) ID#/Name	School/College	Credits/CEU's
_____	_____	_____
_____	_____	_____
_____	_____	_____

This request, along with transcripts or official rank sheets and a copy of your receipt showing how much you paid for the course(s) must be submitted at least fifteen (15) days prior to scheduled date of payment. Payments are made according to individual contract agreements.

The following course types are to be *excluded* from taxable income:

A. Undergraduate course(s)
B. Graduate level course(s) required by the Board
C. Graduate level course(s) used for recertification
D. Graduate level course(s) as part of Board required advanced degree
E. Graduate level course(s) necessary to maintain and/or improve skills in current job

Reimbursement for the following course type *is subject to withholding and must be included in the employee's wages:*

F. Graduate level course(s) leading to an advanced degree that is not required to maintain the current position

I understand that reimbursement for course(s) that lead to an advanced degree that is not required to maintain my current position is fully taxable and is not considered "earnable" compensation" for Maine State Retirement.

_____	_____	_____
Signature	Print Name	Date

Home Address: _____
(please print)

_____

This form is only to be used if the course/workshop was approved on a Course Approval form. If it was approved on a Professional Day Request, please use the Conference/Travel Reimbursement form.