

Northwestern Connecticut Community College
Professional Development Expense Reimbursement Procedures

- Request for Professional Development / Professional Leave
 - At least two (2) months prior to the event (whenever possible)
 - Request form completed by Employee
 - Approved by:
 - Division Director / Supervisor
 - Dean
 - Director of Human Resources
 - President
- Employee will receive, via inter-office mail, confirmation or denial of the professional development request.
- Travel Authorization Request (Form CO-112) is completed and forwarded to the supervising Dean for approval.
 - Once approved, the supervising Dean will send the Travel Authorization to the Dean of Administration.
- Immediately after the professional development occurs, the employee completes the Employee Payroll Reimbursement form (CO-17XP) and attaches original receipts which can include: hotel statement, credit card statement, invoices stating either paid in full or paid by credit card, and class grade if applicable. ****Funded from Professional Development**** should be clearly indicated on original CO-17XP form.
- The original Employee Payroll Reimbursement form CO-17XP with original receipts is submitted to the employee's immediate supervisor for approval.
- The supervisor forwards the approved CO-17XP to the Dean of Administration.
 - ****Reimbursements will not be processed until all required expense reimbursement documents, including final grades, are submitted to the Dean of Administration.**
- Approved request for reimbursement is processed by the Payroll Officer at the end of the semester.