Complete the Supplementary Service Reimbursement form and secure supervisor approval prior to attending selected activity. When training is completed, submit the completed form to Human Resources for processing.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>S#</td>
<td>Department:</td>
</tr>
<tr>
<td>Org Code to Reimburse:</td>
<td>Semester/Year:</td>
</tr>
</tbody>
</table>

**PROFESSIONAL DEVELOPMENT: (title)**

*How does this development activity relate to what you do at Red Rocks and how will you convey the knowledge or skills you have gained from this activity to your colleagues and/or co-workers?*

Date: ________________ # of Hours _______ X $24 = _______

**NEW INSTRUCTOR ORIENTATION (Org Code #112402)**

Date: ________________ # of Hours _______ X $24 = _______

**WORKPLACE ANSWERS ONLINE TRAINING (Org Code #114503)**

Date: ________________ # of Hours _______ X $24 = _______

**OTHER (i.e. Course Development Training):**

Date: ________________ # of Hours _______ X $24 = _______

Total reimbursement for all services * _______

*Attach any required report/timesheet when assignment is completed.*

Payee Signature Date Supervisor Date

Dean/Vice President Date Human Resources Date

If Funding is Grant Related:

Business Services Date

HR/PAYROLL USE ONLY POS# : ____________________ PAY DATE: ____________________

White - HR Yellow - Instructional Services

REV 9/9/14