



FUNDING REQUEST FORM

STAFF TRAINING & DEVELOPMENT REIMBURSEMENT REQUEST

EMPLOYEE DETAILS	
Employee Name:	
Job Title:	
Department:	
Mac ID:	FTE:
PROGRAM DETAILS	
Program Title:	
Registration Cost: \$	Program Dates: -
Receipt Attached:	<input type="radio"/> Yes <input type="radio"/> No
Desired Outcomes:	
FOR MACALESTER COURSES	
Citizenship:	Birthdate:
Grading Option:	<input type="radio"/> Credit (Letter Grade) <input type="radio"/> Credit (S/D/NC) <input type="radio"/> Audit (no credit)
Instructor Signature:	
PAYMENT INFORMATION	
P-Card	FOAPAL:
Personal Check	Payable to: (address)
APPROVALS	
Supervisor Signature	
Employment Services Representative Signature	
EMPLOYEE AGREEMENT	
I agree that participation in this course will not adversely affect the performance of my regular job duties at the College, and that I will comply with all College registration procedures.	
Employee Signature	



EMPLOYMENT SERVICES

1600 Grand Avenue
Saint Paul, Minnesota 55105-1899

651-696-6280
macalester.edu/hr



Training and Development Assistance Policy

- Employment Services offers Training and Development Assistance to benefit-eligible staff members with the intention of improving the job-related skills of Macalester Staff employees.
- A staff member may receive financial assistance for a training and development opportunity with a defined outcome that relates directly to their job.
- Reimbursement is available for one Training & Development opportunity per employee per fiscal year, up to \$600. This is not a guaranteed benefit; if budget dollars are exhausted, Employment Services will deny the request.
- Training and Development Assistance is limited to the base tuition or the base registration fee. Employment Services will not reimburse any other related fees or costs.
- Employment Services will adjust the approved dollar amount if the actual fee and/or attendance differs from the approved application.
- A staff member may enroll in one course per semester in the College curriculum, excluding private music lessons.
- If an employee is taking a Macalester course that occurs during regular business hours or if the employee is not full-time, the employee must make up all missed work hours.
- Degree-seeking employees taking classes at Macalester must also follow all registration procedures in accordance with the Registrar's policies in addition to completing this form.

Training and Development Assistance Process

1. The requesting employee must fill out the Training and Development Assistance Form completely and correctly, obtaining the applicable signatures.
2. The requesting employee must then submit the form to Employment Services at least two weeks prior to the training opportunity. The requesting employee should include a brief program description and a registration receipt if available.
3. Once Employment Services has received the application, they will make a decision to approve or deny the request. Employment Services will then inform the requesting employee of that outcome, and include any additional relevant information such as missing signatures or documentation.
4. After the requesting employee has participated in the training opportunity, Employment Services will submit a Journal Entry or Check Request as appropriate to reimburse the requesting employee/department.

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