

Seminar Reimbursement Form

Please complete the top portion and submit to the WDC Board of Directors before attending the seminar.

Name of person requesting reimbursement _____

Classes that you teach at WDC _____

Title of seminar _____

Presenter of seminar _____

Date of seminar _____ Cost of seminar _____

How does this seminar relate to your teaching at WDC?

If approved, WDC agrees to reimburse ½ the cost of the seminar fee, up to a limit of \$100, but will not reimburse any amounts for transportation, lodging, or meals.

This request was discussed by the WDC Board of Directors on _____ .

The above request, in the amount of _____, is approved.

After attending the seminar, please send this form to the WDC Treasurer for reimbursement, along with proof of payment (receipt or canceled check).

The above request is not approved for the following reason:
