# Professional Development Assistance Program (PDAP)
# Request Form for MC Courses, Fees, and Books

**This request form is required for MC-related requests to use PDAP funds on MC courses, fees, and/or books, which includes WDCE non-credit courses and required books and fees for all MC credit and non-credit courses. Upon completion, this form must be emailed to PDAPRequests@montgomerycollege.edu for processing. Please note that all MC-related reimbursements are processed through the student account (not Workday).**

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## Employee Information

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|---|---|---|---|
| **Name** | | **MC ID#** | M |
| **Division/Department** | | **Campus** | |
| **Employment Type** | Instructional Part-time Faculty | **Supervisor's Name** | |

## Request Details

| | | | |
|---|---|---|---|
| **Type of Request** | ☐ MC Course(s)<br>☐ Required Books<br>☐ Required Fees | **(If applicable) Note your degree or area(s) of study** | |
| **Justification: Please explain how this course is related to your professional development in your position at MC.** | | | |
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## Course/Fee/Book Information

| Course Number | Course Title | Fee Type | Start and End Dates | Amount |
|---|---|---|---|---|
| | | | | |
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| | | | | |

**Employee Signature** _____ **Date** _____

## Approvals

**Supervisor Signature** _____ **Date** _____ **Approved** ☐ Yes ☐ No

**HRSTM Signature** _____ **Date** _____ **Approved** ☐ Yes ☐ No

**FOR HRSTM USE ONLY – NON-MC COURSE, SEMINARS, OR WORKSHOPS**

**Term:** _____ **Activity:** _____ **Amount:** _____

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# Payment/Reimbursement Instructions

For course fees and/or book reimbursement, please submit your receipt and a Syllabus (or other valid documentation of book requirement) along with this form. Course fees and MC Bookstore purchases will be reimbursed directly through the employee's student account. Receipts submitted from an outside book vendor must meet the following criteria in order to be accepted as proof of payment:

- The receipt must be original, must be printed with the vendor's information, and must show form of payment (i.e., cash, check, credit). If a receipt is not available, a confirmation email from the vendor with the above information will suffice.
- If you pay for courses or course materials online, the electronic confirmation of payment may be submitted, but it must show the amount paid and form of payment as stated above.
- If neither of the above is available, a copy of the cancelled check (front and back), a credit card receipt, or a credit card statement showing the charge may be submitted. If you submit a credit card statement, please be sure that your name is printed on the page that you submit. Credit card statements will not be accepted without the employee's information.
- Handwritten or generic receipts will not be accepted as proof of payment.