

## Course Reimbursement Form

TSRI's Society of Fellows has funded a program to reimburse postdocs and graduate students for the cost of specified professional development courses and symposia. Eligible courses are noted on the pre-approved list, accessible from the Career & Postdoctoral Services Office Web page.

*This Reimbursement Form must be submitted with all required attachments (noted below) **within 4 weeks of the course end date.***

Scholars may be reimbursed up to \$250 per year. However, funding for this program is finite. If demand exceeds resources, applicants may only receive partial reimbursements for their courses.

Name (legal name to appear on reimbursement check) \_\_\_\_\_

TSRI ID# \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Mail Drop \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Course	Dates of Course	Registration Fees	Materials Cost
<input type="checkbox"/> San Diego Lab Management Course			\$0
<input type="checkbox"/> Transition to Industry Symposium			\$0
<input type="checkbox"/> Other*: _____			
<b>Total Cost</b>			

\*Course must appear on the pre-approved list, accessible from the Career & Postdoctoral Services Office Web page.

**To this form, attach the following items:**

- Copy of course description/announcement and fees.
- Itemized copy of receipt(s), cancelled check, or credit card statements to show payment for registration, required books, software, and/or other directly related course materials.
- Proof of successful completion of the course: passing grade, certificate of completion, or instructor/organizer notation.

Submit to:

**Career & Postdoctoral Services Office, TPC-4 or fax to (858)784-7430**

