

**The University of Tennessee Extension CPS Career
Development Fund
Reimbursement Request**

**Reimbursement Requests may only be submitted after the CPS exam has been completed.
Study guides (books and /or cds) should be turned in with this request to the Dean's office
for disbursement to other employees.**

Name _____ Personnel # _____

Attached are the following receipts for reimbursement: (please give brief description)

These items were submitted on an application that was pre- approved on _____
Date

Signature Date

Department / County Name Cost Center / Account Number

Department Head / Regional Director / Administrative Supervisor Signature Date

Must be submitted with a Petty Cash Reimbursement Request (T- 44). Petty Cash fiscal policy must be followed.

