

West Virginia University at Parkersburg

Advanced Training, Education or Professional Development Expense Settlement

Do Not submit travel expenses on this form.

Name:	Title:
Home Street Address:	Advanced Credential Obtained:
City/State/Zip:	
Department:	Division:

Expenses Incurred to Obtain Advance Credential (Attach Copies of Receipts)

[illegible]

I certify that the costs incurred were in connection with employee advanced training, education or professional development are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

I certify that I have personally examined and approved this employee advanced training, education or professional development expense settlement. The terms of the expense further meet all State of West Virginia Regulations.

Employee Signature

Date _____

VP Finance & Administration

Date _____