

**The University of Tennessee Extension
Non-Exempt CAP Career Development Program
Reimbursement Request**

Reimbursement requests may only be submitted after the CAP exam or continuing education has been completed. Study guides (books and/or cds) used for exam preparation should be turned in with this request to the Dean's/Regional 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

Department Head/Regional Director/Administrative Supervisor Signature Date

****Study guides (books and/or cds) used for exam preparation must be turned in to the Dean's office or to the appropriate Regional office after use. Applications for reimbursement for the cost of study guides may be denied if identical study guides are available for disbursement from the Dean's office or Regional office.**