



VIRGINIA PROBATION AND PAROLE ASSOCIATION

Fostering Leadership, Advocacy and Professionalism

VPPA SCHOOL SCHOLARSHIP / TRAINING SEMINAR REIMBURSEMENT FORM

Name		
District or Office		
Mailing Address		
Telephone & E-mail		
Membership Start Date		
Seminar / Class Title		
<p>In the section below, please provide the Board with a statement of justification for reimbursement. This should include information concerning how this seminar or class will benefit you in performance of your current employment. VPPA reimbursement will be for payment of seminar registration fees only. There will be no approval for meal or room reimbursement.</p>		
<p>Please attach any program syllabus you were provided for the Board's review and include the amount of costs you incurred. You must also include a receipt or some other type of verification of payment in order for the reimbursement request to be processed. Payment approval will be subject to availability of scholarship fund account designated per year and the discretion of the Board.</p> <p>Reimbursement may not exceed 50% of the total costs of the seminar/class. The maximum reimbursement that is allowed is \$150 per calendar year for each member.</p> <p><i>Please note that scholarships will not be awarded for attendance at any national or state association's annual or bi-annual training conferences (i.e., VPPA, APPA, VCA, ACA, NABJA, etc.). Please submit this form to vppaboard@gmail.com for consideration within thirty (30) days of completion of the class or seminar.</i></p>		

Signature of Applicant

Date of Application