



SOTC SEMINAR REIMBURSEMENT FORM for Instructors/Assistants

Fill out the Seminar Reimbursement Form below and send to the Training Director (Kathy McCloskey) preferably *before* the seminar.

The Reimbursement rate is $\frac{1}{2}$ the seminar price up to \$75. You must be actively teaching, have taught in the previous session or be scheduled to teach in the next session to be eligible.

Any forms received after the seminar must be approved by the Board before payment.

Name of Member _____

Seminar Name _____ Date _____

Presenter(s) _____

Cost of Seminar _____ Reimbursement Requested _____

What are you currently teaching?

How will this seminar improve your instruction and/or benefit SOTC?

Mail or email this form to: Kathy McCloskey
406 Bradford Pkwy
Syracuse, NY 13224
kmcclosk@twcny.rr.com

Approval _____ Date _____