



**Please note: Your application will not be processed unless all the following information is completed.**

**For Agency Designee:**

1) Related to current position or other positions in bargaining unit

Yes  No

\_\_\_\_\_  
Management Representative - Name and Title

\_\_\_\_\_  
Comment if not recommended

**For Department of Administrative Services:**

Yes  No

\_\_\_\_\_  
David W. Penn III

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comment if not approved

**In order to receive reimbursement, the following information must be received and approved by the Department of Administrative Services. The reimbursement will be made within 30 days (if possible) and does not pay for travel, food or lodging.**

For Seminars:      Proof of Payment  
                         Proof of Attendance/Certificate  
                         Flyer or Description of Seminar

For Tuition:      Proof of Payment/ Book Receipt  
                         Fee Schedule  
                         Final Grade  
                         Course Description

The application form, receipts, and any other necessary attachments are to be mailed to:

**DAS/Human Resources Division  
Tuition, Seminar and Conference Fund  
30 East Broad Street / 27<sup>th</sup> Floor  
Columbus, Ohio 43215  
Attn: David W. Penn III**