

# Professional Development Manager Acknowledgement Concur

**This acknowledgement must be completed and signed by your manager prior to signing up for a course or submitting a claim. Keep a copy of this acknowledgement form to submit with your reimbursement report once you complete the course(s).**

<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYEE NAME	JOB TITLE	MANAGER NAME
<input type="text"/>	<input type="text"/>	
EMPLOYEE ID NUMBER*	DEPARTMENT	
	<input type="text"/>	
	OFFICE LOCATION	

## COURSE INFORMATION

<p><b>TYPE OF COURSE</b></p> <p><input type="checkbox"/> Conference</p> <p><input type="checkbox"/> Professional or technical training</p> <p><input type="checkbox"/> Online learning</p> <p><input type="checkbox"/> Language</p> <p><input type="checkbox"/> Professional membership</p> <p><input type="checkbox"/> Other: <input type="text"/></p> <p><input type="text"/></p> <p>INSTITUTION</p>	<p><b>IS THIS COURSE DIRECTLY RELATED TO YOUR CAREER GROWTH AT ADOBE?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>WERE YOU EMPLOYED WITH ADOBE AT THE TIME OF START OF THE COURSE/PROGRAM?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="text"/></p> <p>REASONS FOR TAKING THE COURSE(S)</p>	<p><input type="text"/></p> <p>ESTIMATED COST</p> <p><i>Note: Travel costs and meals are not covered under this program.</i></p>
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I understand it is my responsibility to read the [program guidelines](#). I also understand that Adobe has the right to deny the claim if the course is not eligible under the "Professional Reimbursement Program" policy.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLOYEE SIGNATURE	DATE	MANAGER SIGNATURE	DATE

\* To find your employee ID number, log into [Workday](#) > click on **your photo** at the top right of screen > click **View Profile** > click **Job** in the left rail, and your employee ID is the first number listed.