



**Saint Thomas
Health Foundation**

Continuing Education Grant Request Form

PROCESS AND REQUIREMENTS:

- You must fill out attached form in its entirety before submitting to the Saint Thomas Health Foundation.
- Once the request is submitted to the Foundation office, an answer will be provided within 30 days.
- All continuing education expenses must be paid up-front by employee.
- Employees may receive one grant per calendar year.
- Please be aware that you must follow Saint Thomas Health's Accountable Plan, SP-16 when traveling. After your program is completed, you may go into Ascension Health Portal/Travel & Expense Report to be reimbursed for approved costs.

Forms may be returned to Kristy Callahan Moore at kristy.callahan@sth.org or in person at the Foundation Office located on the campus of Saint Thomas West Hospital.

4220 HARDING ROAD • NASHVILLE, TENNESSEE • 37205 • 615.222.6800

