

TRAINING REIMBURSEMENT

TO: DEPARTMENT HEAD		FROM: <small>(Employee's name)</small>			Employee's Title:	
Explain why employee needs this training:						
ATTACH: Training Announcement, summary of course content, supporting comments/documentation						
TITLE OF TRAINING:						
Organization to Conduct Training:				Training Site:		
Cost of training:	TUITION \$	REGIS. FEE \$	BOOKS \$	LAB FEES \$	OTHER (Specify) \$	TOTAL \$
No. of Training Hours:		No. Hours of Training On Government Time:		Beginning Date:		Ending Date:
<p>I hereby request training reimbursement in the amount specified above on satisfactory completion of the training as indicated. I certify that I am not eligible for reimbursement from any other source for this training.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Employee Date</p>						
Name of immediate supervisor:			Signature of immediate supervisor			Date
Name of Department: Name of Director:			Signature of Director			Date
Fiscal Officer's signature/certification				Funds available in account number:		

REQUEST FOR REIMBURSEMENT

The Department Director has approved my request for training reimbursement in the total amount of \$ _____. I enclose proof of successful completion of the training listed and certify that I have not received financial assistance for training from any other source.

Signature of Employee

Date

ROUTING PROCEDURES FOR TRAINING REIMBURSEMENT REQUEST

EMPLOYEE

- INITIATE request by completing five copies of Form HR-PD&T-2 at least 15 days prior to start of training.
- FORWARD the request to the department head via immediate supervisor.

DEPARTMENT HEAD

- REVIEW the request to insure conformance with the overall objectives of the City training policy
- RECOMMEND approval or disapprove request. If the request is approved, notify employee.

FISCAL OFFICER

- CERTIFY request as to availability of funds.
- FORWARD request to department of origin.

REQUESTING PAYMENT FOR TRAINING REIMBURSEMENT

EMPLOYEE

- COMPLETE the bottom portion (under Request for Reimbursement) of original approved request for training reimbursement within 30 days after the completion of the course of instruction.
- ATTACH all invoices and bills associated with the training including evidence of satisfactory completion and forward to your department head.

DEPARTMENT HEAD

- REVIEW and PREPARE vouchers.

FINANCE

- ISSUE warrants.