



Professional Development Reimbursement Request Tuition Reimbursement Program

Employee Training Program Guidelines:

- All requests for Professional Development Reimbursement must be submitted in advance of attending the training/seminar.
- May be used for conference/training attendance. Receipts must be submitted for reimbursement.
- Teamsters may use up to \$250 per fiscal year of their tuition reimbursement for attendance at a seminar or conference for the purpose of professional development.
- RAMME employees may use up to \$500 per fiscal year of their tuition reimbursement for attendance at a seminar or conference for the purpose of professional development.
- Form must be signed by Department Director.

Employee Name:	ID #:
Job Title:	Department:

TRAINING INFORMATION
Course Title(s):
Training Offered By:
Location of Training Session(s):
Training Schedule (Dates/Times):
Training session(s) are during regular work hours: <input type="checkbox"/> Yes <input type="checkbox"/> No
Cost of Training Session(s):
Employee is authorized to use a City Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No

***Department is responsible for the cost of any transportation or lodging incurred from attendance at this training.**

DEPARTMENT RECOMMENDATION	
<input type="checkbox"/> Recommended	
<input type="checkbox"/> Not Recommended	Department Director Signature Date

HUMAN RESOURCES DEPARTMENT USE ONLY	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved	Human Resources Director Signature Date

Attach description of requested seminar or training.