



# RPOA PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST

### EMPLOYEE TRAINING PROGRAM GUIDELINES:

- All requests for Training Reimbursement must be submitted in advance of attending the course.
- Maximum reimbursement per fiscal year is \$500. May be used for conference/training attendance, lodging, or travel expense. Receipts must be submitted for reimbursement.

<b>DEPARTMENT:</b> <input type="text"/>		
<b>EMPLOYEE NAME(S) &amp; E-MAIL ADDRESS:</b>	<b>JOB TITLE(S):</b>	
<input type="text"/>	<input type="text"/>	
<b>TRAINING SESSION(S) ARE DURING REGULAR WORK HOURS:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>TRAINING INFORMATION:</b>		
<b>COURSE TITLE*:</b>	<input type="text"/>	
<b>OFFERED BY:</b>	<input type="text"/>	
<b>LOCATION OF TRAINING SESSION(S):</b>	<input type="text"/>	
<b>DATE(S):</b> <input type="text"/>	<b>DAY(S):</b> <input type="text"/>	<b>TIME(S):</b> <input type="text"/>
<b>COST OF TRAINING SESSION(S):</b>	<input type="text"/>	<input type="text"/>
<b>EMPLOYEE IS AUTHORIZED TO USE A CITY VEHICLE?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
		<b>HUMAN RESOURCES SIGNATURE</b>
		<b>DATE</b>
<i>HUMAN RESOURCES DEPARTMENT USE ONLY</i>		
<b>NOTES:</b>		
<input type="text"/>		

\* Attach description of requested seminar or training session(s).