## CITY OF PETALUMA

### Education and Training Reimbursement Request/Approval Form

**To be completed by Employee**

### I. Request for Education and Training Approval

I request prior approval for the following coursework:

<table>
<thead>
<tr>
<th>Date of Course</th>
<th>Title of Course</th>
<th>Tuition Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

School/Organization

My Educational and/or Career Development Goal(s) are:

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**To be completed by Employee**

### II. Request for Personal Development Reimbursement

I request reimbursement for the following personal development:

- Personal development purchase:  
  - Book(s)  
  - Class  
  - Training  
  - Other

Specific personal development purchase or activity:

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**To be completed by Department Director**

### III. Education and Training Approval (Department Director)

I have reviewed this employee request and certify that the coursework meets policy criteria and recommend approval for reimbursement.

<table>
<thead>
<tr>
<th>Department Director Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**To be completed by Human Resources**

### IV. Education and Training Approval (Human Resources)

I have reviewed this employee request and certify that the coursework meets policy criteria.

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**To be completed by Employee upon course completion**

### V. Request for Reimbursement

- Total Tuition: $________
- Other Reimbursable Fees: $________
- Total Amount Requested: $________

I request reimbursement in the amount of $________. Attached is my final grade and receipts.

<table>
<thead>
<tr>
<th>Approval for Reimbursement (HR Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>