



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:

Date of Course	Title of Course	Tuition Amount
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School/Organization	Location
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My Educational and/or Career Development Goal(s) are: _____

Employee's Signature	Printed Name	Date
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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: _____

Employee's Signature	Printed Name	Date
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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.

Department Director Signature	Printed Name	Date
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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.

Human Resources	Printed Name	Date
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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.

Approval for Reimbursement (HR Use Only)	
Human Resources	Amount to pay \$ _____
Date	