CITY OF REDLANDS
OFFICE OF HUMAN RESOURCES

RPOA Professional Development Reimbursement Request

Employee Tuition Reimbursement Program

Employee Training Program Guidelines:

- All requests for Training Reimbursement must be submitted in advance of attending the course.
- Maximum reimbursement per fiscal year is $1,000. May be used for conference/training attendance, lodging, or travel expense. Receipts must be submitted for reimbursement.

Department:	
Employee Name(s) & Email Address:	Job Title(s):
Training Session(s) are during regular work hours: ☐ Yes ☐ No	

TRAINING INFORMATION
**Course Title(s):
Educational Institution:
Location of Training Session(s):
Training Schedule (Dates/Times):
Cost of Training Session(s):
Employee is authorized to use a City Vehicle? ☐ Yes ☐ No

HUMAN RESOURCES DEPARTMENT USE ONLY		
☐ Approved		
☐ Not Approved	Human Resources Director Signature	Date

**Training description must be attached to receive approval.