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The University of Georgia

Accounts Payable

Reimbursement for Employee Training

I understand that the criteria for payment for authorized employee specialized training is as follows:

1. Employee is on payroll during time of training and remains as an employee after training.

2. The training is directly related to employee's present job requirements and is a necessary skill for employee's curent position

3. The University will benefit from the training received by the employee.

4. The training does not involve University course credit. Any course taken which could be applied as credit toward a University degree now or in the future would fall into this category.

The training received by: _____ for which
(Employee Name)

reimbursement is requested on Check Request _____
(number)

meets the above requirements for reimbursement.

_____
Signature of Department Head

May, 1999
http://www.busfin.uga.edu/forms/