**FY 2022 TRAINING & CAREER LADDER EMPLOYEE REIMBURSEMENT FORM**

Instructions: Eligible employees complete this form and submit to designated Agency HR personnel and attach proof of payment. For licenses, please submit copy of current license and receipt of payment. For all other expenditures, provide receipt of payment showing date and amount paid. If more than one expenditure, please submit a separate form for each expenditure.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Bargaining Unit:** | |  | | | | | | | | **Employee ID:** | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Type of Expenditure (Check one):** | | | | |  | | License | |  | | Training | |  | | Other | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Amount of Expenditure:** | $ | | | **Date of Expenditure:** | | | | / / | | | | **Date Submitted to HR:** | | | | / / | | |
|  | | | | | | | | | | | | | | | | | | |
| **Description of Expenditure:** | | | | | | | | | | | | | | | | | | |
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| **Date HR Processed:** | | | **/ /** | | | **Documentation Attached:** | | | | | | | |  | Yes | |  | No |

***SUBMISSION MUST BE RECEIVED NO LATER THAN MAY 27, 2022***

* June license renewals will be accepted through June 23, 2022