CITY OF COACHELLA
EDUCATION REIMBURSEMENT INSTRUCTIONS

1. Requests for reimbursement must be submitted and approved **PRIOR** to enrolling in a course or applying for a certification, license or renewal).

2. Complete the **Education Reimbursement Request (Form A)** and submit it to your Department Director or Supervisor for approval. Provide the course/certificate/license description, date, and tuition/fee information, and explain how this course will enhance your job related performance. Sign and date the form.

3. If approved, the Department Director or Supervisor signs the form and forwards it to Human Resources to confirm eligibility for reimbursement. Human Resources will then send the form to the City Manager for final approval.

4. The employee will be notified when the request has been approved and a copy of the approved Education Reimbursement Request form will be provided to the employee.

5. After completion of the course/certificate and/or once license is obtained or renewed, the employee must submit the **Request for Payment (Form B)** to their Department Director or Supervisor for approval, along with the following backup documentation:

    a. copy of course(s) grade report/certificate of completion/license
    b. copy of payment receipts for amount requested
    c. copy of the approved Education Reimbursement Request form

6. The Department Director or Supervisor will forward the Request for Payment form, along with all backup documentation, to Human Resources for processing. Payment will be made through Accounts Payable.

**Probationary employees are not eligible for education reimbursement.