

H. Training, Education, Certification and Travel Expenses Reimbursement Policy

City of Hopkinsville employees required or volunteering to participate in any training, education, or certification program funded or approved by the City shall be reimbursed for any related expenses as outlined in the City of Hopkinsville Financial Handbook Policies & Procedures. These expenses shall include but are not limited to cost of the training, education, or certification program; lodging; meals; plane fare; mileage for private automobile; phone expenses for official calls; or any other fees and/or costs of an official manner approved by the department head, CFO, CAO or Mayor.

Employees may request advance travel expense funds no later than ~~[ten (10)]~~ five (5) workdays prior to departure. The request for advance travel shall be approved by the department head. Employees are required to complete reimbursement paperwork within five (5) workdays of their return.

Receipts for any costs (excluding meals) incurred during the training, education, certification or travel shall be presented upon filing reimbursement paperwork. Any employee failing to provide receipt(s) shall be subject to their claim being unfunded. If the employee cannot produce the receipts due to loss or theft, the employee must submit a ~~[sworn]~~ written statement for approval by the department head and CFO prior to payment of these expenses.

In the event the employee fails to maintain a C average in graded college level courses or fails to successfully complete the course requirements of the training, educational, or certification coursework, the cost of the training and related expenses mentioned above may be subject to reimbursement. If the employee is found to have fraudulently completed the coursework, the City shall recover expenses from the employee and disciplinary action will be taken up to and including termination.

If the employee voluntarily leaves employment with the City within a one (1) year period from the date the coursework is completed, the cost of the coursework and travel expenses will be prorated and the employee will pay partial reimbursement to the City. The prorated formula shall be the cost of the coursework and travel expenses divided by 12 times the number of months remaining in the year. Example: Cost of program and travel is \$1,200, employee left after 9 months, the employee must reimburse \$300.

If an employee is unable to complete coursework due to personal hardship, illness, or other extenuating circumstances, the requirement to reimburse funds may be waived by the CAO or Mayor.