

**CITY OF LOS ANGELES PERSONNEL DEPARTMENT  
AFFIDAVIT OF ATTENDANCE/REQUEST FOR REIMBURSEMENT**

This certifies that I, \_\_\_\_\_, have attended and completed the training course indicated below and am eligible for reimbursement by the City of Los Angeles in accordance with Article 5.8 of MOU 37: Executive Administrative Assistants Unit.

Course: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date(s) of Attendance: \_\_\_\_\_ Cost: \_\_\_\_\_

I am submitting proof of payment for fees and materials associated with this training/program; and also certify that I have not been reimbursed by any other agency for the expenditures of which reimbursement are being requested herein.

"  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to PIROE-ACE, Personnel Department, Stop #391, Room 100

(PD/PIROE:MOU37-2/20)