

## TRAINING WITH NO TRAVEL

### OVERVIEW

Employees of MOU 36, MOU 63, and MOU 64 may be reimbursed up to \$4,000 each fiscal year for training expenses. Training includes attendance at professional programs, seminars, workshops, or classes in which learning takes place. It does not include reimbursement for membership dues in professional organizations. The Specialized Training Request (STR) form should be filled out before the training, to be approved by the employee's supervisor, and then Department training coordinator. This demonstrates that the employee is being approved to attend the training. After the training occurs, please submit the documents under the following checklist to [MOU.reimbursement@lacity.org](mailto:MOU.reimbursement@lacity.org) for processing.

### CHECKLIST

#### ***BEFORE TRAINING***

- ☐ Completed and Signed [Specialized Training Request Form](#)

#### ***AFTER TRAINING***

- ☐ Brochure, description, and/or agenda for the training/conference
- ☐ Proof of payment of the registration, books, exams
- ☐ Completed and Signed [Affidavit of Attendance Form](#)

### THINGS TO REMEMBER

- Reimbursement should be requested within three months of completing the course.
- Payments should indicate that the amount was paid in full (i.e. zero balance) and should show the method of payment.