

## TRAINING WITH TRAVEL BY AIR, TRAIN, ETC.

### 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](#)
- ❑ The [Benefits Statement for Travel Form](#)

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

- ❑ Brochure showing agenda for the training/conference
- ❑ [Personal Expense Statement \(PES\)](#)
- ❑ Proof of payment for each requested item listed on the PES, in the form of a receipt that indicates itemized records of what was purchased
- ❑ Completed and Signed [Affidavit of Attendance Form](#)

### THINGS TO REMEMBER

- Everything must adhere to the [Controller's Travel Policy](#) in order for it to be reimbursed.
- 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.
- The only exception of needing receipts for purchase could be the Per Diem Meals & Incidentals amount. As the Controller's Travel Policy indicates, you can use the [GSA](#)'s general per diem amount for the city that the conference was held.
- If meals were included at the training, the Per Diem Meals & Incidentals amount must be modified according to the Controller's Travel Policy. This is the case even if you did not have the meal.
- The total amount requested for reimbursement on the [Personal Expense Statement \(PES\)](#) and the amount indicated on the signed [Affidavit of Attendance Form](#) should match.