

Davis School District

Classified Employees Training/Educational Reimbursement Application

Full or part-time classified employees currently on Davis School District's Salary Table 9 may apply for partial reimbursement of tuition and/or registration fees incurred in completing classes, seminars, workshops, and other professional improvement programs. Priority in funding will be given to courses/programs that are job related and/or beneficial to Davis School District.

The deadline to submit this reimbursement application is June 1, 2020. This completed application, along with required documentation as indicated below, should be submitted to the Human Resources Department. Reimbursement awards will be determined and paid after June 1, 2020. In order to be eligible for reimbursement consideration, the courses/programs must have been completed on or after July 1, 2019.

Name:

Employee ID#:

Position:

Work Location:

Home Address:

List the classes, seminars, workshops or other professional improvement programs for which you are requesting reimbursement. (If more space is needed, you may attach additional pages.)

Activity

Date

Sponsoring Institution

Tuition/Fees

(Please do not include any activities/expenses for which you will receive reimbursement from other sources or which were completed prior to July 1, 2019.)

In order to be eligible for reimbursement consideration, you must attach evidence of successful completion (i.e. copy of transcript or certificate) and documentation of expenses paid (i.e. copy of receipt, tuition statement, etc.).

Explain below how the training you received relates to your current position and/or is of potential benefit to Davis School District.