



Accounts Payable

Finance & Administration

UNIVERSITY OF GEORGIA

Reimbursement for Employee Training

I understand that the criteria for payment for authorized employee specialized training is as follows:

1. Employee is on payroll during time of training and remains as an employee after training.
2. The training is directly related to employee's present job requirements and is a necessary skill for employee's current position
3. The University will benefit from the training received by the employee.
4. The training does not involve University course credit. Any course taken which could be applied as credit toward a University degree now or in the future would fall into this category.

The training received by: _____ for which
(Employee Name)

reimbursement is requested on Payment Request _____
(number)

meets the above requirements for reimbursement.

Signature of Department Head