



Non-Union Employee Education Reimbursement Application

Education reimbursement applications are accepted, reviewed and approved in accordance with the *Education Reimbursement Policy for Non-Union Employees*. Reimbursement limit is \$2,000/employee per fiscal year (July 1-June 30). Applications are accepted on a rolling basis throughout the fiscal year, and approved in the order received, until appropriated funding is exhausted. Please submit applications to the Personnel Office at City Hall.

Completed by Employee

Employee Name: _____ Department: _____

Educational Institution: _____

Course Title: _____

Course Description: _____

Course Start Date: _____ Course End Date: _____

Reimbursement Amount Requested: _____

Statement of how coursework will assist employee's professional development, job performance, and career path within the City of Somerville: _____

Employee Signature: _____ Date: _____

Authorization Signatures

Department Head: _____ Date: _____

Personnel Director: _____ Date: _____

Accepted Denied - Rationale: _____



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Completed by Personnel Department

Employee #: _____ MUNIS Vendor #: _____

Documentation Received: Academic Transcript Proof of Payment

Documentation Approved for Reimbursement: Yes No

Personnel Director or Designee Signature

Date

Original maintained in Employee's Personnel file