

**City of San Bruno  
PERSONAL AND PROFESSIONAL DEVELOPMENT  
REIMBURSEMENT**

Each fiscal year, the City will reimburse employees for employee-incurred expenses in the areas of professional reference materials, outside training materials, extra coursework, additional professional organization memberships, wellness and physical fitness activities and equipment and supplies related to the employee's maintenance of a home office, up to the amount granted in an employee's MOU or otherwise approved in the City budget.

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**Name**

**Department**

**Account Number**

**Personal/Professional  
Development Request**  
(Attach Receipt)

**Year To Date  
Reimbursement** (Receipts July 1-June 30)

**Nature of Expense**

**Rationale for Personal/Professional Development**

This request for reimbursement is consistent with Sections 41.2 (Mid-Management) or 30.1 (Management) of the MOUs, or as otherwise approved in the City budget.

**Director Name:**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**City Manager Approval** \_\_\_\_\_