

**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.

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.

Employee Name

Signed _____

Date _____

Recommended by Department Head _____

Finance Department Approval _____