

EDUCATIONAL REIMBURSEMENT PROGRAM

All permanent employees of the Sheriff's Department are eligible for reimbursement subject to the following criteria:

- Applications **must** be submitted within one year of the start date of a course. Applications received after one year will be denied and returned to the employee.
- **TUITION / ENROLLMENT / BOOKS / LAB FEES**: Reimbursement is limited to \$500 per class, two classes per quarter or semester, and four classes per fiscal year, (books & lab fees included) from an accredited college; Receipts must be submitted.* Textbooks **required** for class will be reimbursed with a legible itemized receipt. The maximum reimbursement per fiscal year (July 1 – June 30) for any employee **shall not exceed \$2,000**. **NOTE**: Registration, parking, health fees, shipping and handling, taxes on textbooks, etc. **are not** reimbursable.
- **REQUIRED LAB OR OTHER CLASS SUPPLIES**: A class syllabus or instructors list of items required to purchase for the class must be submitted along with a legible receipt.* **NOTE**: Cameras, computers, and calculators, etc. **are not** reimbursable.
- **GRADE**: Report of a grade "C" or higher must be submitted with the claim.
- **E.M.T., FINGERPRINT SEMINARS**: Must have receipts* and certificate of completion.
- If an employee **TERMINATES** his or her county employment within one year of the date of completion of the course (except in the case of retirement) for which he or she has been reimbursed, he or she shall return the amount of such reimbursement and/or textbooks to the county.

***RECEIPTS**: Canceled checks **will not** be accepted as a receipt for reimbursement, **unless** accompanied by an itemized legible cashier's receipt from the school, bookstore, etc. Credit card payment receipts **will not** be accepted **unless** accompanied by the school's billing form, detailing the amount of tuition, books, etc. Internet receipts for textbooks will be accepted as a receipt. Textbooks purchased from a private party **will not** be reimbursed.

PROCEDURES FOR SUBMISSION

1. Complete CLAIM FOR GENERAL EDUCATION REIMBURSEMENT - sign, date, and send the original.
2. Attach appropriate receipt(s) – original
3. Attach a copy of your grade report or certificate of completion. Keep the original for your records.

EDUCATIONAL REIMBURSEMENT COORDINATOR
Sheriff Headquarters
Fiscal Administration General Accounting Unit
4700 Ramona Blvd., #314
Monterey Park, California 91754

THIS FORM IS NOW LOCATED IN MICROSOFT OUTLOOK, PUBLIC FOLDER, ALL FORMS

QUESTIONS?
CALL EDUCATION REIMBURSEMENT COORDINATOR
(323) 526-5290

