

# New Durham Fire Department Standard Operating Guidelines (SOG)

SOG 103      Approval for Training Reimbursement

PURPOSE:    To document approval for tuition, wage reimbursement for training courses, and/or training expenses

SCOPE:       All members requesting Department funding or reimbursement for training expenses and training time.

SPECIFICS:

- Any member requesting reimbursement for course tuition shall attain written approval from a chief officer prior to enrollment in said course.
- Only pre-approved reimbursement requests will be funded.
- Application for reimbursement shall be made on a department approved request form.
- A copy of the course application and approval will be kept in the members file
- A copy of the final status of the course will kept in the members file
- Failure of any course may result in the member needing to reimburse the department at the discretion of the chiefs

DATE: 2013-03-17