



LARAMIE COUNTY GOVERNMENT

TITLE Education Expenses	APPROVAL DATE 07/17/1990
SECTION Compensation	REVISION DATE 8/06/2019

Eligibility

To be eligible for direct reimbursement or payment of education/training expenses on their behalf, an individual must be an employee of Laramie County.

Education/Training Expense

- a. Continuing education which is directly job related and described as a seminar, workshop, or designations other than college credit classes may be approved by an Elected Official, Department Director or Manager.
- b. Job related college credit classes require a pre-approval form, obtained from the County Clerk's Office, signed by the employee and appropriate Elected Official(s) before any payment can be made.
- c. Elected Officials/Department Heads or their designees shall authorize all training/education, subject to the limitations of this policy and the annual departmental budget. The Elected Official/Department Head or designee shall be held responsible for certifying that the Education/Training is related to County business
- d. School supplies are not reimbursable expenses. Costs of textbooks are reimbursable only if the class is approved by Laramie County and the textbook is then retained by the County as County property.
- e. Registration fees required to be paid prior to the start of the class, seminar, conference or meeting will be paid directly to the vendor. If the employee who is approved for the expense fails to attend, he/she may be responsible for reimbursing the County for the fee unless the class, seminar, conference or meeting is cancelled by the vendor or an approved, substitute County employee attends.
- f. For any required travel required for training refer to the Travel Policy.