

SUBJECT: Use of Approved Educational Expenses**SECTION:** 103.12**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To define a procedure for obtaining approval for use of educational allowance and reimbursement for funds expended.

PROCEDURE

- A. Full-time members intending to pursue a course leading to an employment related or germane accredited college course shall prepare a requisition identifying the course, its' dates, its' cost and statement of how it fits into degree pursuit and submit same for approval prior to enrollment.
- B. Upon successful course completion (obtaining a grade of "C" or better) member shall present a copy of receipt for expenditure of funds and a copy of grade report to the Fire Chief, attaching it to the copy of requisition for payment.

REFERENCE

Agreement Between The City of Reading, Ohio and The Reading Career Firefighters Association, IAFF, Local 3717