

About the Document

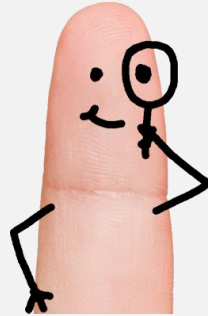
name	PC-HR-1840-M. Training Reimbursement Agreement
owner	HR
access & use	Restricted to HR
what it is	<p>A template for a contractual agreement between the Company and an employee embarking on a training initiative that exceeds CUSTOMIZER: Insert cost ceiling. EXAMPLE: \$5,000 per year <excluding/including> wages to attend the training.</p> <p>Used for:</p> <ul style="list-style-type: none"> ♦ Setting out the terms and conditions related to Company payment of training expenses ♦ Describing the minimum anticipated period of time that the employee must remain with the Company before a portion of the training costs is recovered ♦ Protecting the Company's investment in the employee's training
who uses it	HR modifies and completes the contractual agreement.
used with	<ul style="list-style-type: none"> ♦ <i>TD-ALL-4220-M. Training or Conference Pre-Approval Form</i> ♦ <i>TD-ALL-4230-M. Course Completion & Reimbursement Form</i>

Working with the Document

- ♦ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.

Instructions

1. Prior to training, work with CUSTOMIZER: example: Finance to determine the details of the contractual agreement.
2. Save a copy of the template agreement to an appropriate working directory. Include the employee's name in the file name.



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