



City of Phoenix

Language Training Payment Form

Employee ID _____

Employee Name (Last, First) _____

Job Title _____ Dept/Div _____

Work Contact Phone _____

EDF

MDF

Direct Pay (Contractor will submit the below for payment upon completion of class)

Complete a separate form for each course

1. Attach invoice
2. Attach grade report
3. Attach survey

Name of Contractor _____

Course # _____ Course Title _____

Class Start Date _____ Class End Date _____

Obtain supervisor approval to take language training and/or work with supervisor to modify your schedule (overtime is not authorized for the Language Program).

Signature of Employee _____

By signing this you are acknowledging that you are in compliance with the City of Phoenix AR 2.51. You are acknowledging that you must complete the class and obtain a grade of C or above or you will be responsible to pay the contractor for the class or have payroll deduction.

Signature of Supervisor _____

By signing this you are acknowledging that you are aware that this employee is attending classes and this class may be during duty hours. Since this is coming out of tuition reimbursement funds the employee will be liable to pay if not complete. If the employee is unable to complete due to business requirements the department may be responsible to pay the contractor from department funds.

Signature of School Official _____

By signing this you affirm that the employee has attended classes and met all the requirements for completion.

GUIDELINES FOR PAYMENT FORM

For additional program information refer to the Language Training Manual, AR 2.51 for Employee Development Funds, and AR 2.81 for Management Development Funds (MDF). Eligible employees will use this form to request Tuition Reimbursements or direct payment to a vendor for linguistic training. This form is to be used only for course approved by Vendors on the Qualified Vendor List.

REQUIRED FORMS AND DOCUMENTATION

The Employee will complete the Language Training Payment Form. By signing this form, you are affirming that all the information you have provided is complete and accurate, and you have complied with all applicable rules and regulations. Failure to provide information to the City or to allow the City to obtain the documentation will result in a denial and could result in non-payment.

City of Phoenix employees will be responsible for paying for classes. Contractor shall provide classes at price bid. Payment may be made directly to contractor using the following procedure:

DIRECT PAY- Contractor will submit syllabus, grade report, invoice, and authorization form, five days from course completion for direct pay.

WHERE TO SUBMIT YOUR REQUEST

Contractor will send the City of Phoenix Language Training Payment Form with required documentation attached, to Human Resources Department. Please ensure all documents are included and signed where appropriate. Keep a copy for your records.

- Mail to HR Connection Center, 251 W. Washington Street, 1st Floor, Phoenix, AZ 85305
- Email via scan to hrc@phoenix.gov (To ensure delivery, turn on the Request a Delivery receipt on your device)
- Fax to 602-534-1179 (Request delivery receipt on your device)

Choose only one method of delivery to avoid duplication. When faxing or emailing to ensure delivery, turn on the "Request a Delivery Receipt" on your device to avoid having to follow up on original submission.