



Justification for Payment or Reimbursement of Professional Licenses, Certifications, & Specialized Training

Department Name	
Name and Title of Employee Completing Form	
Name and Title of Employee Requesting Payment or Reimbursement	
Amount of Payment / Reimbursement	
Description of Professional Licenses, Certifications, or Specialized Training	
Is this professional license, certification, or specialized training required to perform the health, safety, or legal compliance duties of this position or required by an external third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes is marked above, obtain Chair, Dean, Department Head, Director, or Vice President approval and submit for payment. General operations (GenOps) funds <u>can be used</u> for this payment or reimbursement.	
If No is marked above, describe how this professional license, certification, or specialized training provides a direct monetary benefit to the Institute. Discretionary funds <u>must be used</u> in this case. Please attach supporting documentation, obtain Chair, Dean, Department Head, Director, or Vice President approval, and submit for payment.	
Dollar amount of the direct monetary benefit to the Institute	
Driver Worktag for Payment (Designated, GTRI Charge Code, Gift, Grant, etc.)	

Approved by: Chair, Dean, Department Head, Director, or Vice President

Printed Name	
Title	
Signature	
Date	

NOTES:

- Payment or reimbursement of licenses, certifications and specialized training is allowable if it is required to perform the health, safety or legal compliance duties of the job (i.e., police officers, physicians, nurses or attorneys) or is required by an external third party.
 - General Operating (GenOps) funds may be used for these payments or reimbursements.
- The Institute may pay for expenses in certain cases where the license, certification or specialized training is not required to perform the duties of the job as indicated above, but a documented, specific, and direct monetary benefit to the Institute exists.
 - Discretionary funds (i.e. GTF, GTRC or GTARC) must be used for this payment or reimbursement.
- Payment or reimbursement of licenses, certifications and specialized training should be SC727131 - Other Operating Expense - Licenses, Certifications and Specialized Training