

Training & Travel Expense Report Policy Agreement

Agency: Department of Energy & Environment

Division:

Name:

Phone Number:

Course/Conference Title:

Training/Travel Date(s):

thru

1. I, _____, agree that upon return from training described above and on the attached Employee Training Authorization Form (DC Training Form 1), and pursuant to the Training and Travel Policy, I will submit an expense report within 10 business days after the above stated training end date.
2. I understand that in an instance when an employee owes money to the District Government because of indebtedness by the employee, the government may take action to collect the money through payroll deductions. See D.C. Official Code §§ 1-629.03 and 1-629.04. This is reiterated in 6 DCMR Section 2904.2 ("Collection of Indebtedness"), which provides that in order to collect money owed by a District Government employee, the District may make deductions "from any wages, salary, allowances, compensation, remuneration for services, or other authorized pay, including but not limited to back pay, severance pay, and lump sum leave payments".
3. I understand that if an expense report is not received within the time stated under Section 1, by the Office of the Chief Financial Officer (OCFO), this omission will result in an "Indebtedness to the District of Columbia Government". If the expense report is not submitted within ten (10) business days after the last day of travel, I will be responsible for reimbursing D.C Government for the full amount of travel funds provided.
4. I understand that if I currently owe an amount to the District Government for any training related expenses, I will not be able to receive a travel advance for the training stated above as well as any future training until the indebtedness has been satisfied.
5. I understand that if I do not sign this agreement, I will not receive a travel advance for the training stated above.

Employee Signature

Date