

IMCS Department – Commercial Driver’s License (CDL) Reimbursement Application Form

This form is required for BMW employees to receive reimbursement for the cost of successfully obtaining a CDL under the Amtrak/BMWE Memorandum of Understanding dated August 1, 2009. This form must be completed and signed by the employee and manager of the position requiring a CDL prior to attending CDL training. Please note that the CDL training facility must be an accredited, certified, and/or licensed school (found [here](#)). The employee will be reimbursed for the costs incurred up to the maximum amount payable under Amtrak’s Educational Assistance Program (more information found [here](#)).

It is understood that after successful acquisition of a CDL, the employee must use Concur to submit for reimbursement, and provide a copy of this form, their CDL, DOT medical card, and receipts clearly showing amount paid and school name.

Employee Name: _____

Employee ID Number: _____

Position Awarded: _____

Location of Position Awarded: _____

Is this an initial CDL or renewal: _____

Employee Signature: _____ **Date:** _____

Manager Name: _____

Manager Title: _____

Manager Signature: _____ **Date:** _____