



## CUSTOMER EMPLOYEE TRAINING REIMBURSEMENT PROGRAM



Opportunities exist in virtually all areas for Marathon and Ashland dealers and their employees to receive professional training in courses offered by:

Vocational Schools  
Community Colleges  
High School Adult Education

It requires investment of time and money, and the initiative to get started. Marathon Petroleum Company LLC will support the money investment by reimbursing 75% of registration fees and direct schooling costs of such courses completed by any Marathon Dealer, Seller, Jobber Dealer, Jobber or his full-time employees (40 hours per week). Maximum reimbursement for a station is \$700 and \$350 for a full-time employee in a calendar year.

### **Eligibility: Dealers, Sellers, Jobbers and Jobber Dealers**

Courses in any of the following areas are covered by the reimbursement:

#### **Service Station/"C" Store Business Courses:**

- Professional service representative training
- Financial management
- Principles of marketing
- Personnel management
- Computer training

#### **Automotive Technician Training:**

- Suspension & steering
- Brakes
- Electrical systems
- Heating & air conditioning
- Engine performance/repair
- Vehicle computer training

Implementing reimbursement for the above programs involves these steps:

1. Within 60 days after completion of the course, the Marathon dealer submits to the Marathon Territory Manager a document specifying successful completion of the course and a receipt from the school for tuition costs that have been paid. (Books are not included in reimbursement program).
2. The Marathon Territory Manager verifies that the person is, at that time, either a dealer or a full-time employee in a Marathon or Ashland service station. Complete the reverse side of this form.
3. The reimbursement check will be issued in the name of the person having paid the costs.

# REIMBURSEMENT FORM

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**INDICATE:**

Station # \_\_\_\_\_ Jobber \_\_\_\_\_ \*Jbr/Dlr \_\_\_\_\_

\*If Jbr/Dlr please ref. Jobber

Forward reimbursement check to:

Direct  
Customer Name: \_\_\_\_\_ Student Names: \_\_\_\_\_

DBA: \_\_\_\_\_

Street, P.O. \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**COMPLETE:**

Date Completed	Course Title/Description	Instructor	Course Conducted By (Company or School)	Cost Per Student	No. of Students	Total**

\*\*75% of Total will be reimbursed.

- ATTACH: 1) Copy of Course Description. (Provide if course title is not descriptive of course content.)  
2) Copy of receipt and/or copy of cancelled check for payment of course.  
3) Copy of proof of successful completion of course. (Certificate, grade transcript, etc.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

Return form and copies to: Marathon Petroleum Company LLC  
Room 5127  
539 South Main Street  
Findlay, OH 45840  
or Fax to: 419/421-3946