

**APPROVAL FOR REIMBURSEMENT OF
COLLEGE/UNIVERSITY COURSEWORK**

(Submit a separate "Approval" form for each class taken)

NAME _____

DATE _____

COURSE AND # _____

TUITION AMOUNT \$ _____

(Attach copy of bill)

GRADE RECEIVED _____

(Attach official University/College transcript)

NOTE: Eligible employees may only submit for reimbursement a maximum of twelve (12) semester credit hours during each school year and nine (9) semester credit hours during each summer for a maximum of eighteen (18) semester credit hours for both the school year and summer school together.

OFFICE USE ONLY

AMOUNT PER HOUR X NUMBER OF HOURS = TOTAL REIMBURSEMENT

\$ _____ X _____ = \$ _____

BUDGET CODE

BUSINESS MANAGER / DATE

cc: Business Office

PAEC/321
10/12 (over)

**APPROVAL FOR REIMBURSEMENT OF
COLLEGE/UNIVERSITY COURSEWORK**

ADMINISTRATIVE PROCEDURE

- 1) Complete this form on or before October 15th of the year following the completion of the approved coursework and submit to the Business Manager for reimbursement.
- 2) Attach to this form:
 - a. An official transcript from the University/College indicating completion of this course with a “B” or better grade.
 - b. Copy of cancelled check and/or receipt from the University/College indicating the amount paid for tuition.
- 3) Upon receipt of the above information, reimbursement will be calculated based on the established administrative procedure and issued to you during the month of December.