

REIMBURSEMENT REQUEST
Step 4: TUITION REIMBURSEMENT
To be completed at END of semester.

NOTE: To receive tuition and book reimbursement, the employee must attach a **grade report** for a II course(s) indicated, as well as a **fee receipt for tuition and textbook payment.**

Name: _____

Department: _____ Title: _____

Name of College or University: _____

Semester course(s) taken: _____

	<u>Course Title(s)</u>	<u>Tuition Cost</u>	<u>Textbook Cost</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Approximate Cost: Tuition\$ _____ Books\$ _____

Did you receive funds from any other source for payment of tuition/textbooks?
 YES NO

Employees receiving tuition assistance from a source that does not require repayment (Veteran's benefits, grants, scholarships, etc.) are required to submit reimbursement requests for the balance of the tuition not covered by the alternate source.

By signing this request form, I certify that this tuition reimbursement request is a true and accurate statement of my enrollment, course completion, grade, and tuition/textbook expense. I am hereby requesting reimbursement pursuant the city's personnel policy.

Employee Signature _____ Date _____

HUMAN RESOURCE DEPARTMENT: Reimbursement

Human Resource Director _____ Date _____