

Request for Tuition Reimbursement Approval

Employee Section:

Employee Name: _____
Print

Employee #: _____

I wish to enroll in the course listed below under the City's Tuition Reimbursement Program. I fully understand that I must pay the cost of tuition, books, and any other necessary fees, but upon successful completion of the course, the City will reimburse me for the tuition and lab fees only. When the course is completed, I will submit receipted bills and a certificate of satisfactory completion to my supervisor before reimbursement will be made. I also understand that I must be an employee of the City at the time I submit receipted bills and a certificate of completion in order to qualify for reimbursement.

NOTE: This application request **MUST** be submitted to your supervisor prior to enrolling in the course and **MUST** be signed by all parties, including HR and Payroll prior to enrolling in class. It will be returned to your supervisor following Human Resources Department action. This reimbursement may be reportable income in accordance with IRC 127.

Course Title: _____ Sponsored by: _____

Beginning Date: _____ Completion Date: _____

Cost: Tuition: _____ Other Cost (Specify): _____

Justification for taking course: _____

Is this course taken part of a Degree or Accreditation program. YES NO

Employee Signature

Classification

Department

Supervisor Section:

Supervisor's Name: _____
Print

Employee #: _____

Recommend Approval Recommend Disapproval

Justification: _____

Sufficient funds are available in this account to fund the tuition reimbursement approved. Cost Center Number: _____

Supervisor's Signature

Classification

Department

Department Head Section:

Recommend Approval Recommend Disapproval

Justification: _____

Signature of Department Head

Date

Human Resources Department Section:

Approved Disapproved

Remarks: _____

Human Resources Signature

Title

Date

Payroll Review: _____
Payroll Signature/Title Date

Reimbursement Process: Accounts Payable (1) Payroll (2)

