



## EMPLOYEE REQUEST FOR EDUCATION REIMBURSEMENT

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

**I have successfully completed my course(s) of study with satisfactory grades and hereby request reimbursement.** My detailed book and tuition receipt(s) and grade report(s) are attached.

Course Name(s) / Completion Date(s) / Final Grade(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL REIMBURSEMENT REQUEST** (to not exceed \$500 per Fiscal Year) \$ \_\_\_\_\_

\_\_\_\_\_  
 (Employee Signature)

\_\_\_\_\_  
 Date

**AMOUNT APPROVED BY SUPERVISOR** \$ \_\_\_\_\_

\_\_\_\_\_  
 (Supervisor Signature)

\_\_\_\_\_  
 Date

**TO SUBMIT FOR REIMBURSEMENT:**

1. The supervisor should submit this Education Reimbursement Form to the Human Resource Department.
2. HR will verify that the request has not surpassed the \$500 amount per fiscal year.
3. Once approved by HR, employee and/or supervisor will be notified. At that time, employee and/or supervisor should submit a [Claim Reimbursement Form](#) to Finance for reimbursement.

**Human Resource Department – Approval to Process Payment**

Reimbursement amount available for FY prior to request                      \$ \_\_\_\_\_

Remaining reimbursement available for FY after above request                      \$ \_\_\_\_\_

\_\_\_\_\_  
 (HR Signature)

\_\_\_\_\_  
 Date