



TUITION REIMBURSEMENT APPLICATION

EMPLOYEE NAME

DATE

COLLEGE NAME

DEGREE DESIRED

QUARTER/SEMESTER (FALL, WINTER, SPRING, SUMMER)

YEAR

COURSE (NAME AND CATALOG NUMBER)

COURSE (NAME AND CATALOG NUMBER)

If not credited toward a degree program, describe the job-relatedness of the course or courses.

I hereby approve the above referenced courses.

DEPARTMENT HEAD

DATE

Itemized Reimbursement:

Tuition/Fees \$

Textbooks \$

Total amount requested for reimbursement:

\$

I hereby approve the encumbrance of funds for tuition, fees, and textbooks related to the above course(s). This approval is verification that reimbursement is consistent with reimbursement appropriations in the current budget and wit the City's criteria for reimbursement eligibility.

PERSONNEL OFFICER

DATE

I hereby approve the reimbursement of expenses related to the above course(s).

PERSONNEL OFFICER

DATE

\*ATTACH RECEIPTS AND VERIFICATION OF GRADES