ACADEMIC TUITION PAYROLL REIMBURSEMENT LEDGER

Payroll Department Record Template

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD END

ACADEMIC INSTITUTION

GL ACCOUNT CODE

COURSE CODE	COURSE TITLE / DESCRIPTION	TERM / SEMESTER	GRADE	TUITION REIMBURSEMENT CALCULATION		
				TUITION COST	REIMBURSEMENT %	NET APPROVED AMOUNT

TOTAL TUITION COSTS	
TOTAL APPROVED REIMBURSEMENT	
TAXABLE AMOUNT (OVER LIMIT)	

EMPLOYEE SIGNATURE

DATE

HR / BENEFITS ADMINISTRATOR

DATE

PAYROLL DEPARTMENT APPROVAL

DATE