EMPLOYEE EDUCATION EXPENSE PAYROLL REIMBURSEMENT FORM

EMPLOYEE INFORMATION

Employee Name

Employee ID

Department

Job Title

Email Address

Phone Number

COURSE & INSTITUTION INFORMATION

Educational Institution

Degree / Program of Study

Semester / Term

Course Start Date

Course End Date

EXPENSE BREAKDOWN

COURSE TITLE / CODE	GRADE RECEIVED	TUITION COST	REQUIRED BOOKS & FEES

COURSE TITLE / CODE	GRADE RECEIVED	TUITION COST	REQUIRED BOOKS & FEES
	Subtotal:		
		Total Requested Reimbursement:	

AUTHORIZATION & SIGNATURES

Employee Signature

Date

Manager / Supervisor Signature

Date

FOR HUMAN RESOURCES & PAYROLL USE ONLY

Approved Reimbursement Amount

Payroll Cycle / Pay Date

GL Account Code

HR Administrator Signature

Date

Submission Checklist & Instructions:

- Attach official transcripts or proof of successful course completion (minimum grade requirement must be met).
- Attach itemized receipts/invoices for all tuition, fees, and books requested.
- Submit this completed and signed form to Human Resources for processing.
- Approved reimbursements will be processed through the standard payroll cycle.