

CORPORATE TUITION REIMBURSEMENT

Payroll Processing Worksheet

EMPLOYEE & ADMINISTRATION DETAILS

Employee Name		Employee ID	
Department		Job Title	
Manager Name		Date of Request	

COURSE & EDUCATION INFORMATION

Educational Institution	Course Title / Code	Term / Semester	Grade Received

PAYROLL & FINANCIAL CALCULATION

Total Tuition Paid by Employee		Reimbursement Percentage Approved	
Total Approved Reimbursement		GL Account Code / Cost Center	
Tax-Exempt Amount (Up to Limit)		Taxable Amount (Excess)	
Payroll Cycle / Pay Date		One-Time Payment Earning Code	

AUTHORIZATION & APPROVALS

EMPLOYEE SIGNATURE

HUMAN RESOURCES APPROVAL

PAYROLL DEPARTMENT APPROVAL

DATE

DATE

DATE

Processing Instructions:

- Ensure proof of payment and official grade transcripts are attached to this worksheet.
- Reimbursements exceeding the statutory tax-free threshold must be processed as taxable wages.
- Keep a copy of this completed and signed worksheet in the employee's personnel and payroll files.

