

TUITION BENEFIT PAYROLL TRACKER

Pay Run ID
Processing Date
Tax Year

Employee Name
Employee ID
Department
Academic Institution
Degree/Program
Term / Semester

COURSE CODE	COURSE TITLE	GRADE	TUITION FEES	REQUIRED BOOKS/SUPPLIES	REQUESTED REIMBURSEMENT
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Total Requested:

ANNUAL LIMIT	YTD APPROVED PRIOR	CURRENT APPROVED REIMBURSEMENT	TAX-EXEMPT AMOUNT	TAXABLE AMOUNT (EXCEEDS LIMIT)
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GL ACCOUNT NUMBER (DEBIT)	GL ACCOUNT NUMBER (CREDIT)	PAY CYCLE / PERIOD ENDING	PAYMENT METHOD
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GL ACCOUNT NUMBER (DEBIT)

GL ACCOUNT NUMBER (CREDIT)

PAY CYCLE / PERIOD ENDING

PAYMENT METHOD

Prepared By (HR Benefits Administrator)

Date

Reviewed By (Payroll Specialist)

Date

Authorized By (Finance/Controller)

Date