

GRADUATE STUDIES PAYROLL REIMBURSEMENT FORM

Tuition Reimbursement Program

Instructions: Please complete all sections of this form. Attach official grade reports and receipts/proof of payment for each course listed. Submit the completed and signed form to the Graduate Studies Office and Payroll Department for processing.

EMPLOYEE / STUDENT INFORMATION

Employee Name:	_____	Employee ID:	_____
Department:	_____	Job Title:	_____
Email Address:	_____	Phone Extension:	_____
Degree Program:	_____	Semester/Term:	_____

COURSE ENROLLMENT & EXPENSE DETAILS

Course Code	Course Title	Credits	Grade	Tuition Cost (\$)
Total Tuition Requested:				

PAYROLL CODING & ACCOUNT ALLOCATION (INTERNAL USE ONLY)

Budget Account / GL Code:	_____	Approved Amount:	_____
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AUTHORIZATION SIGNATURES

Employee Signature	Date
_____	_____
Department Head/Supervisor Approval	Date
_____	_____
Dean of Graduate Studies Approval	Date
_____	_____
Payroll Department Authorization	Date
_____	_____

