

TUITION ASSISTANCE PROGRAM

Payroll Reimbursement Template

Payroll Period:

Submission Date:

EMPLOYEE & PROGRAM INFORMATION			
Employee Name		Employee ID	
Department		Job Title	
Manager Name		Academic Institution	
Degree/Program		Term/Semester	

COURSE & FEE DETAILS				
COURSE NAME / CODE	GRADE RECEIVED	TUITION COST	APPROVED %	REIMBURSEMENT CLAIMED
Total Tuition Cost:			Total Claimed:	

PAYROLL PROCESSING & TAX ALLOCATION			
TOTAL APPROVED REIMBURSEMENT	TAX-EXEMPT AMOUNT (IRC §127)	TAXABLE AMOUNT	TOTAL PAYROLL DISBURSEMENT

Payroll Pay Date		Earning Code	
------------------	--	--------------	--

Employee Signature

HR/Benefits Authorized Signature

Payroll Operations Authorized Signature

Date:

Date:

Date:

