

## Maintenance & Operations Tuition Reimbursement Form

*Complete and submit to Human Resources within 30 days from the end of the reimbursement period. Failure to timely submit this form will result in denial of reimbursement. Please refer to CBA for tuition reimbursement guidelines.*

### **General Information**

Employee Name \_\_\_\_\_

Date of Request \_\_\_\_\_

Degree Working Toward \_\_\_\_\_

Institution Name \_\_\_\_\_

Reimbursement Period \_\_\_\_\_ July 1 – December 31      \_\_\_\_\_ January 1 – June 30

### **Expenses Submitted for Reimbursement**

Total Tuition Cost & Fees \_\_\_\_\_

Did you receive money from any other source (not loans) to pay for this class? If yes, enter source and amount here.

Source \_\_\_\_\_ Amount \_\_\_\_\_

Total expense submitted for reimbursement \_\_\_\_\_  
(maximum of \$750 per reimbursement period not to exceed \$1,500 per year or total out of pocket cost)

**Attach all proof of payment receipts and your final grade report.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### **For Human Resources / Accounting Use Only**

Reimbursement Approved? Yes\_\_\_\_ No\_\_\_\_      Datatel Requisition # \_\_\_\_\_

Amount Reimbursed \_\_\_\_\_ Amount Un-reimbursed \_\_\_\_\_

HR Approval \_\_\_\_\_ Date \_\_\_\_\_