Request for Tuition Reimbursement Approval

Employee Section:

Employee Name:	Employee #:
Print	
I wish to enroll in the course listed below under the City's Tuition Reimbursement Program. I fully understand that I must pay the cost of tuition, books, and any other necessary fees, but upon successful completion of the course, the City will reimburse me for the tuition and lab fees only. When the course is completed, I will submit receipted bills and a certificate of satisfactory completion to my supervisor before reimbursement will be made. I also understand that I must be an employee of the City at the time I submit receipted bills and a certificate of completion in order to qualify for reimbursement.	
	visor prior to enrolling in the course and MUST be signed by all parties, turned to your supervisor following Human Resources Department action. we with IRC 127.
Course Title:	Sponsored by:
Beginning Date:	Completion Date:
Cost: Tuition: Other Cost (Specify):	
Justification for taking course:	
Is this course taken part of a Degree or Accreditation program.	ES NO
Employee Signature Classifi	cation Department
Supervisor Section:	
Supervisor's Name:	Employee #:
Recommend Approval Recommen	d Disapproval
Justification:	
Sufficient funds are available in this account to fund the tuition reimbu	ursement approved. Cost Center Number:
Supervisor's Signature	Classification Department
Department Head Section:	
Recommend Approval Recommen	d Disapproval
Justification:	
Signature of Department Head	Date
Human Resources Department Section:	
Approved Disapprove	ed
Remarks:	
Human Resources Signature	Title Date
Payroll Review: Payroll Signature/Title	
	Date yroll (2)
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To participate in the City's Tuition Reimbursement Program you must submit this request to your supervisor and obtain approval from your supervisor, the department head, and the Human Resources Department prior to enrolling in the course. You may request Tuition Reimbursement for only one course during any one quarter. The course must be job related or related to an identified promotional opportunity you are working toward and hope to obtain during the next two years.

Even though your request meets the criteria listed above, it may be turned down due to lack of funds. Your department must budget funds to cover tuition reimbursement expenses. If funds were not budgeted you may have to wait until the next budget cycle, and ask your supervisor to include your request in the preliminary budget.

Instructions for Completing Form

Employee Section:

1. Course Title: Name of Course

Sponsored by: Name of College or University

- 2. Beginning Date: First day of class.
- 3. Cost: Tuition: Cost of tuition.

Completion Date: Last day of class. Other Cost: Any other fees, specify what additional fees are for.

- 4. Justification: Explanation of your reason for needing training. If it is job related, explain how the training will benefit your performance; if it is related to a promotional opportunity, specify what promotion you wish to obtain and how the training will help you attain the promotion.
- 5. Sign and date the form. Be sure your signature is legible.

Supervisor Section:

- 1. Check appropriate box to recommend approval or disapproval.
- 2. Justification: Explain why the employee needs the training or why the training is not approved.
- Cost Center Number: Identify the cost center account number which will be charged. Before approving request, be sure that there are sufficient funds to cover tuition reimbursement expense.
- 4. Sign and date the form. Be sure your signature is legible.

Department Head Section:

- 1. Check the appropriate box to recommend approval or disapproval.
- 2. Justification: Indicate reason for approving or not approving request.
- 3. Sign and date the form. Be sure your signature is legible.

Human Resources Department/Finance Department Section:

Human Resources Department/Finance Department staff will approve or disapprove tuition reimbursement request based on information submitted on this form. The form will be returned to the supervisor after Human Resources Department/Finance Department action.

Reimbursement Process:

To find what process is applicable to your reimbursement, see **Reimbursement Process: on page 1.** Finance Department will make the determination whether the tuition reimbursement is reportable income in accordance with IRC 127.

If the request for tuition reimbursement is approved and the employee has provided required documentation showing successful completion, dependant upon the Finance Department requirements; (1) a Purchase Order should be prepared and forwarded to the Finance Department, Accounts Payable, and a copy of this form should be sent, so that payment may be made, or (2) a copy of this form should be sent to payroll with a total cost breakdown.