

◆GMAT◆ REIMBURSEMENT REQUEST

DANTES Form 1560/48

(Revised Dec 09: All previous editions are obsolete)

Reimbursement is not authorized without a copy of the "**OFFICIAL**" GMAT Score Report

SECTION I: Applicant Information

1. Name: (Last, First, M.I.)

2. Mailing address: (print)

(zip code) (city) (state)

3. CML home phone: ()

4. Rank:

5. SSN: - -

6. DOB: (MM/DD/YY)

7. Unit assignment:

8. If Active Duty: (choose only one)

- Army Navy Air Force
 Marine Corps Coast Guard

9. If National Guard/Reserve: (choose only one)

- Guard Army Air Guard
Reserve Army Air Force
 Navy Marine Corps
 Coast Guard

SECTION II: Reimbursement Process

1. Regardless of whether the GMAT test fee was charged to your credit card or paid by voucher or check at the test center, you will receive reimbursement through your military pay bank account.

Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I.

2. Submit completed form with a copy of the GMAT "Official" Score Report to:

**DANTES
ATTN: Code 20A
6490 Saufley Field Road
Pensacola, FL 32509-5243**

IMPORTANT

Read the *Privacy Act Statement* on the instructions included with this form

SECTION III: Examination Information

1. May be used for the **GMAT** exam only.

2. Date administered: (MM/DD/YY)

3. Tested at: City: _____ State/Country: _____

4. Test fee: (one administration only) \$ _____

Note: Expenses such as rescheduling, cancellation, late arrival, or forfeiture fees, credit card interest, or travel expenses are not reimbursable.

5. Attach a legible copy of the "**OFFICIAL**" GMAT Score Report.

SECTION IV: Information Certification

Examinee:

- I agree to seek reimbursement within 90 days of the GMAT test date.
- I certify this is my first DANTES-funded GMAT administration and understand this includes paper-based administrations previously offered at DANTES Test Centers or computer-based versions of the exam.
- I further certify my current "**Geneva Conventions**" Identification Card will not expire before I take the GMAT exam.

Signature: _____

Date: (MM/DD/YY) _____

CML duty phone: () _____

**CANNOT be certified by Pearson VUE
Center personnel**

DANTES Official Only:

- I certify that I am the DANTES Test Control Officer (TCO) or Alternate TCO.
- I have verified that the above Service member has a current "**Geneva Conventions**" Identification Card and meets the GMAT eligibility requirements as stated in the *DANTES Examination Program Handbook*.

Print name: _____

Signature: _____

Date: (MM/DD/YY) _____

CML duty phone: () _____

DANTES Test Center address:

DANTES Test Center ID Number:

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NOTE: This Privacy Act Statement applies to all information on this form.

- a. **PURPOSE:** To authorize reimbursement of the GMAT administered at national test centers.
- b. **ROUTINE USE:** Use of the Social Security Number is necessary to make positive identification of an individual's record.
- c. **MANDATORY OR VOLUNTARY DISCLOSURE AND RESULT OF FAILURE TO PROVIDE INFORMATION:** Disclosure of all information, including Social Security Number is voluntary. **Failure to provide all information** listed on the form will complicate, delay, or possibly prevent the administrative actions necessary for reimbursement.

Instructions for using the GMAT Reimbursement Request Form

DANTES Test Control Officer	Examinee
<p>Please refer to the <i>DANTES Examination Program Handbook</i> GMAT Chapter 8, pages II-8-6 through II-8-8 for reimbursement responsibilities and instructions.</p>	<ul style="list-style-type: none"> • Contact the nearest DANTES Test Center* after receiving the OFFICIAL GMAT Score Report (approximately 2 weeks after testing; allow longer for overseas administrations). • Complete each section of the GMAT Reimbursement Request DANTES Form 1560/48. • Ensure the DANTES TCO/ATCO (not Pearson VUE Test Center personnel) completes and signs Section IV. • Submit within 90 days of the GMAT test date to the address in Section II. • Expect reimbursement to your military pay bank account in approximately 6 weeks. • Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I. <p>*For DANTES Test Center locations and contact information, please visit the DANTES Home page at: http://www.dantes.doded.mil/dantes_web/apps/testcenters/TestCenterLookup.asp. Only enter information in the [state] field for a complete listing.</p>

This form is no longer available through the DANTES Distribution Center. Download the printable version from the DANTES Web site at: http://www.dantes.doded.mil/dantes_web/examinations/GMAT.htm

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