

REIMBURSEMENT REQUEST

Upon successful completion of the course, educational reimbursement will be as follows for pre-authorized expenses:

	GRADE	REIMBURSEMENT
<input type="checkbox"/>	A	100%
<input type="checkbox"/>	B	75%
<input type="checkbox"/>	C	50%
<input type="checkbox"/>	Below C	0%

Reimbursement in the amount of \$ _____ is requested.

Documentation of paid tuition rates and grades are attached: [] Yes [] No

*Actual tuition fees, laboratory fees, technology fees, distance learning fees, instructional fees, and work manuals necessary to the course, are reimbursable. Application fees, miscellaneous administrative fees, graduation fees, test and examination fees, evaluation fees, parking fees, activity fees, athletic fees, data cards, student services fees, health fees, food, mileage, lodging, etc. are not subject to reimbursement.

* If an employee terminates employment with the City within two years of completing a program of study or six months from completing a course, all expenses incurred will be reimbursed to the City.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____

Finance: _____

City Manager Approval: _____