

TUITION REIMBURSEMENT PRE-AUTHORIZATION

**Tuition reimbursement requires pre-approval of Supervisor and Human Resources Office.
Original receipts for tuition and books, as well as proof of satisfactory completion,
required for reimbursement.**

NAME _____ DATE _____

JOB TITLE _____ DEPARTMENT _____

COURSE TITLE _____ INSTITUTION _____

DATE _____ CREDIT _____

TUITION COST \$ _____ BOOK COST \$ _____

SUPERVISOR'S APPROVAL

HUMAN RESOURCES OFFICE APPROVAL

DATE _____

DATE _____

COMMENTS _____
