

TUITION REIMBURSEMENT PAYMENT REQUEST

Course Title: _____

To obtain reimbursement, attach the following materials and send to Human Resources, MS 17. You will receive reimbursement for your tuition, required course materials, and allowable fees. Reimbursement may be made by EFT or by check. Please note that SAO does not reimburse sales tax.

- ☐ One copy of your approved "Request & Authorization for External Training/Tuition Reimbursement" form.
- ☐ Original receipt for full payment of course – i.e., cancelled check, credit card statement, or statement from the school verifying full payment (keep a copy for your records).
- ☐ A copy of your final grade or proof of course completion.
- ☐ An original receipt for course materials/books (keep a copy for your records).
- ☐ A copy of the course syllabus listing all required texts.

Approved Course Tuition \$ _____

Approved Fees (Registration, Lab, etc.) \$ _____

Materials/Text Books (attach itemized list) \$ _____

Total Reimbursement: \$ _____

Employee Signature _____

Date: _____

To be completed by Human Resources:

Date Received: _____ HR Approval: _____

Date sent to Fiscal: _____ P.O. #: _____