

City of Tumwater Tuition Reimbursement Application



Employee Name	
Title	
Department	
Application Type	Pre-Approval Reimbursement
Name of College	
Date Classes Begin	
Date Classes End	
Class Names/Credit Hours	
Additional Course/Credits	
Additional Course/Credits	
Additional Course/Credits	
Total Eligible Costs (Attach with Pre-Approval Request)	
Total Credit Hours	
Cost Per Credit Hour (Total Cost) (add formula if possible – total divided by total CH)	
Reimbursement Request (50% of Total Eligible Costs) (add formula if possible – total divided by 50%)	
Special Notes/Comments	

Recommendations/Approvals:

	Pre-Approval	Reimburse Approval	Modify*	Deny*	Signature
Dept. Director					
ASD Director					
City Administrator					

*If modified or denied, please attach description or explanation.

I understand that this is an application for reimbursement of expenses and that approval is, in part, subject to the availability of funds. This reimbursement is for tuition only and does not include the cost of books, travel expense, materials cost or other expenses.

I also understand that reimbursement, if approved, will be made when I submit documentation showing successful completion of the course(s), receipt for payment of the course(s), and any other documentation that is required by the department. Proof of payment may be attached with either pre-approval or the reimbursement request. Proof of successful completion must be attached to the reimbursement request.

Employee Signature

Date

For Office Use Only: Taxable Non-Taxable