**Expense Form** (#3-346B-02)

**Employee Learning & Development – Tuition Reimbursement**

Prior to submission, ensure you have an approved **Tuition Reimbursement – Program Application** on file.The **Tuition Reimbursement – Expense Form** and supporting documentation must be submitted via the Expense Module in PeopleSoft [*My Self Service 🡪 Travel and Expenses 🡪 Expense Reports 🡪 My Expense Reports*]. Approved reimbursement requests will be deposited directly into the same bank account as your regular pay.

**Employee Information**

|  |  |
| --- | --- |
| Employee Name |  |
| Employee ID |  |

**Program Information**

|  |  |
| --- | --- |
| Program Name |  |
| Institution Name |  |
| Is the program complete?  | Choose an item |

**Course Information**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Course Code** | **Total Amount Paid** |
|  |  |  |

**supporting documentation**

The following documentation has been included with my submission:

|  |  |
| --- | --- |
| Fee breakdown issued by the institution | Choose an item |
| Proof of payment  | Choose an item |
| Proof of successful course completion | Choose an item |