**Employee Development – Tuition Support**

**Tuition Reimbursement Application Form – #3-346-02**

Please complete this form and submit through the Expense Module in PeopleSoft (Evolve) with all supporting documentation included. Prior to submission, please ensure you have an approved Program Application on file.

***Expense Module:*** *My Self Service>Travel and Expenses>Expense Reports>My Expense Reports*

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| --- |
| **EMPLOYEE INFORMATION** |
| Employee Name |  |
| Employee ID |  |

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| **PROGRAM INFORMATION** |
| Program Name |  |
| Have you completed your program?  | Choose an item. |

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| **COURSE INFORMATION**  |
| Course Name | Course Code | Total Amount Paid |
|  |  |  |

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| **SUBMISSION CHECKLIST** |
| I have included the following with this submission: |
| Fee breakdown issued by the institution | Choose an item. |
| Proof of payment  | Choose an item. |
| Proof of successful course completion | Choose an item. |

Completed forms and supporting documentation must be submitted via Expense Module in PeopleSoft:

**My Self Service>Travel and Expenses>Expense Reports>My Expense Reports**