



## Request for Tuition Reimbursement

*Use this form for reimbursements ONLY; it is not intended for equipment purchases.*

*You are encouraged to use your procurement card.*

*Do not use to pay invoices. For pre-approved expenses only.*

*Request must be accompanied by original receipts and proof of payment.*

**DO NOT USE FOR THE FOLLOWING EXPENSES. FOR THESE EXPENSES USE THE FORM SPECIFIED:**

Travel - Statement of Conference Expense

Mileage - Mileage Expense Claim Form

All Expenses under \$100 - Petty Cash Fund Reimbursement Request

C

Payable to: (complete digitally, print for signature)

Requestor's Name

Date

College

Division

Administrator's Signature

Date

Extension

Social Security Number or ID

Budget Officer's Signature

Date

**List each receipt separately**

Date	Item Description	Fund No.	Org No.	Acct No.	Program	Amount
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**Total Approved for Payment:**

Retain copies of your receipts until re-imbursed

Submit this form with original receipts to District A/P Dept.