



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: