PRIOR APPROVAL FORM

Civil Service Employee Request for Reimbursement of Educational Expenses

The District shall reimburse employees for job-related educational expenses in accordance with the following:

- 1. The course must be from an accredited or recognized program (including Continuing Community Education);
- 2. The course must be taken outside of the employee's regularly scheduled work day/work week;
- 3. The course must be directly related to the employee's current position in the District;
- 4. Tuition only shall be reimbursable upon receipt of both proof of payment and successful completion of the course; and
- 5. <u>ALL COURSES MUST BE SUBMITTED FOR APPROVAL IN ADVANCE TO:</u> HUMAN RESOURCES.

PLEASE COMPLETE THE FOLLOWING:
Name: Job Title: Work location:
Have you previously applied for reimbursement during this fiscal year: (July 1 – June 30)? Yes No If so how much have you received or expect to receive? \$ Tuition amount reimbursable for this course \$
Name of Course: Date of Course: Organization offering course:
Briefly describe how this course is related to or will assist you in your current position?
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Prior approval granted Personnel Supervisor
$\hfill \Box$ When course has been completed, please submit proof of payment and successful completion of course for reimbursement to be processed.
This request <u>has/has not</u> been approved for reimbursement.
Asst. Superintendent of Administrative Operations: Date:
Submitted to Business Office Budget code AB-2060-479-000 Copy to: Employee; File