

COLLEGE TUITION REIMBURSEMENT FORM

Under the USD 232 Negotiated Agreement, a Professional Employee is entitled to reimbursement of up to \$500.00 per school year to partially offset the cost of taking college credit that supports the employee's Individual Development Plan.

Fill out top portion electronically then have signed by YOUR building Administrator.

Please send original copy of this signed form, transcripts showing satisfactory completion of the course, and a PAID receipt for the classes shown via interoffice mail to Leslie Carter in Human Resources by *July 5th each calendar year*.

Name :

Building :

Date :

RECEIPT DATE	DESCRIPTION OF CLASSES TAKEN	AMOUNT
TOTAL =		

BLDG. ADMINISTRATOR APPROVED :

DATE :

TO BE COMPLETED BY HUMAN RESOURCES :

BUDGET CODE :	TOTAL =
26 - E - 2200 - 800 - 0000 - 000	

