



## Request for Course Reimbursement

**Instructions:** Submit copy to Supervisor. Supervisor will forward to the Certification Office. A copy will be retained in the certification file and a copy will be returned to originator. At the end of the course, complete the middle section of the Request for Course Reimbursement form and return the form to the Certification Office with an official transcript and proof of payment. **No reimbursement will be made until these materials are received.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Division \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Course Title \_\_\_\_\_ Course No. \_\_\_\_\_

University/College \_\_\_\_\_ No. of Credits \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

The above course was completed on \_\_\_\_\_ and a transcript has been requested.

### To Be Completed Following Completion of Course

Grade Received \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

I am requesting reimbursement of \$ \_\_\_\_\_. Receipts for expenses are attached.

### For Learning Services Use Only

Date Transcript Received \_\_\_\_\_

Payment Approved By \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date Paid \_\_\_\_\_