

TUITION REIMBURSEMENT PRE-AUTHORIZATION

Tuition reimbursement requires pre-approval by your Supervisor and Human Resources Office. Receipts for tuition and books paid, as well as proof of satisfactory completion are required for reimbursement.

Per IRS Publication 15-B, "Your employee must be able to provide substantiation to you that the education assistance provided was used for qualifying education expenses".

NAME _____ DATE _____

JOB TITLE _____ DEPARTMENT _____

PHONE NUMBER _____ WORK EMAIL _____

CLASS TITLE _____ INSTITUTION _____

☐ Check this box if this course is part of the Graduate Certificate Public Administration Program at University of Montana

DATE(S) OF CLASS _____ CREDITS FOR CLASS _____

TUITION COST \$ _____ BOOK COST \$ _____

By signing below, I acknowledge that I have read and understand the collective bargaining agreement or HR policies related tuition reimbursement and the information I have provided on this form is accurate to the best of my knowledge. I have also been afforded the opportunity to ask questions about tuition reimbursement.

Employee Signature

Date

SUPERVISOR'S APPROVAL:

By signing below, I acknowledge that I have read and understand the collective bargaining agreement or HR policies related tuition reimbursement. I have also been afforded the opportunity to ask questions about tuition reimbursement.

Supervisor Signature

Date

COMMENTS

For HR use only:

Approve/Deny:

Reason for Denial:

HR Office Signature

DATE

Fiscal year: _____ FTE: _____ Max amount of reimbursement: _____

Coding for Workday:

Fund: 1000 Cost Center: CC_410810 Spend Category: SC_500381 Tuition and Registration Fees

(This information will need to be entered on the spend authorization and expense report)