

TUITION REIMBURSEMENT REQUEST

Benefit eligible TSRI employees are eligible for \$2500 in tuition reimbursement per calendar year (January 1 through December 31). Course(s) must be completed within the calendar year, **AND** meet the requirements listed under the Tuition Reimbursement Policy. **Requests must be received in Human Resources by January 31 of the following year.**

Have you included ALL of the following items??

- A completed Tuition Reimbursement Request form.
- A completed Request for Payment form (Supervisor's signature is not needed).
- Copies of the course description and tuition costs for the program.
- Proof of payment – a copy of your enrollment receipt, cancelled check (both sides) or a copy of your credit card statement or receipt.
- A copy of your grade (a "B" or better, or a "pass", is required for reimbursement), or a certificate of completion. If no grade or certificate is given, submit a signed letter on school letterhead from the instructor indicating successful completion of the course.
- If you are seeking reimbursement for books, include *itemized* copies of the receipts.
- Submit all completed forms to 10550 North Torrey Pines Rd, TPC-11, La Jolla, CA 92037 or fax to 858-784-8071.

Name _____ TSRI ID# _____ Date _____
 Position Title & Dept. _____ Mail Drop _____
 Name & Location of Education Center _____ Extension _____
 Course Type (Circle one): Undergraduate Graduate Wellness Job-Related Language
 Degree/Major (If Applicable) _____

Name of Course (<i>most recent last</i>) Please list each course separately	Grade	Dates of Course (M/D/Y)	Cost of Tuition	Cost of Books
1.				
2.				
3.				
4.				
5.				
			=	=

FOR DEPARTMENT USE ONLY: HRIS: _____ PPOL: _____
 Current year _____ Previous TR: Y N
 Balance available _____
 Amount reimbursed _____
 Balance _____
 Sent to A/P on: _____ HR Authorization _____ Date _____