

If you have any questions about the below instructions, contact your HR representative

TUITION REIMBURSEMENT PROCESS CHECKLIST/INSTRUCTIONS:

Application Packet: *Checklist/Instructions, Application, Contract, Recommendation, Policy Overview*

1. Print packet and review forms, contract and policy overview
2. Complete all forms
3. Discuss with manager and department manager and obtain department manager approval (for undergraduate studies) or business unit head and VPHR approval (for graduate studies).
4. *Signature/approval requirements are included on Recommendation form*
5. Submit completed, signed forms to HR (in person or via email) prior to enrolling in school/program

Reimbursement Packet: *Checklist/Instructions, Policy Overview, External Request Form (Spend Authorization) QRG, Concur Tuition Reimbursement Expense QRG*

1. External Request Form QRG to complete and submit External Request Form in Employee Central
2. Once form is approved, print and scan into receipts section of Concur
3. Obtain all receipts for tuition/related spend according to policy
4. Obtain final grade report and ensure grades meet policy for reimbursement
5. Use Concur Tuition Reimbursement Expense QRG to complete expense report in Concur and attach all receipts, (including the approved form image) and grades

Important note: This process is audited. If a tuition reimbursement expense submission does not meet policy or include all relevant documents, reimbursement amount must be returned to the company