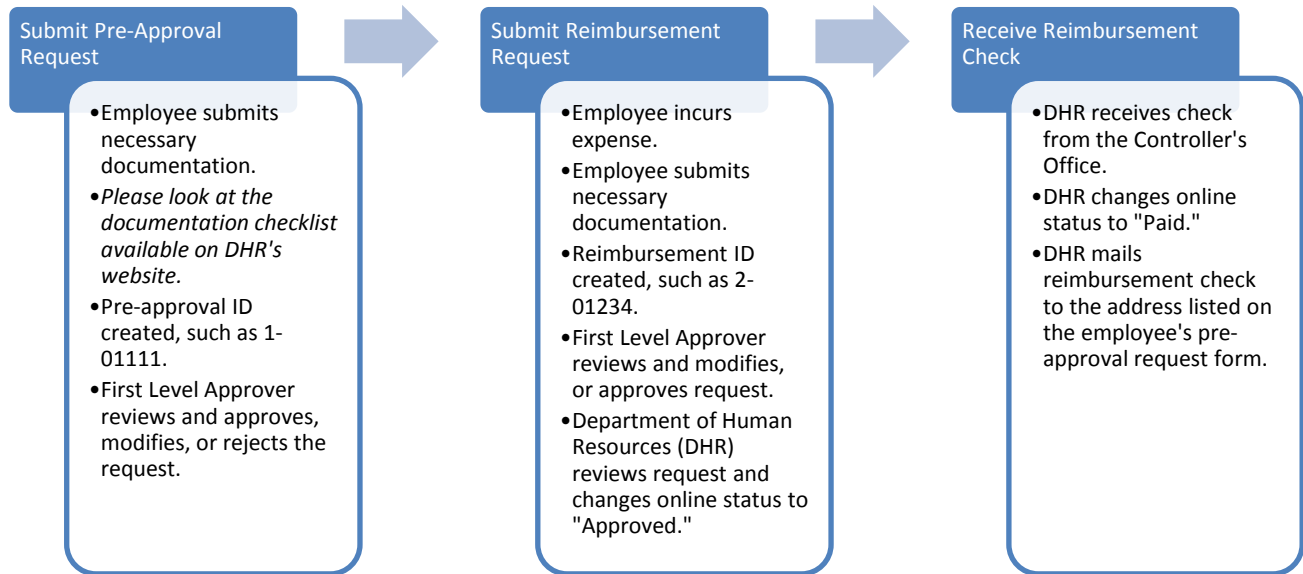


Online Tuition Reimbursement Program Process Flow Chart



Phase	Required Documentation
Pre-Approval	<ol style="list-style-type: none"> 1. Signed, Pre-Approval Request Form with employee and supervisor signatures and documentation that justifies the expense, such as: <ol style="list-style-type: none"> a. Conference flier; b. Course fee schedule; or c. Web site screen shot. <p>Please note that employees represented by MEA do not have a pre-approval request form.</p> 2. If travel expenses are applicable per the employee's MOU, the employee <u>must</u> provide documentation that justifies the expense such as: <ol style="list-style-type: none"> a. Comparative air fare quote to demonstrate the most efficient, direct and economical airfare, b. Roundtrip mileage estimate, c. Documentation showing conference sponsored lodging rate, d. Estimated ground transportation charges. <p>For a complete list of necessary documents and examples, please visit DHR's website.</p>
Reimbursement	<ol style="list-style-type: none"> 1. Itemized receipt that clearly describes what was purchased. 2. Proof of payment <ol style="list-style-type: none"> a. Unacceptable methods of payment include gift cards, gift certificates, reward miles, or frequent flier miles. b. Acceptable proof of payment: <ol style="list-style-type: none"> i. An uncropped cancelled check (front and back); ii. Front of check and bank statement with employee name showing the check cleared; or iii. Redacted credit card statement with employee name, date, and line item expense. 3. Proof of successful completion/attendance for courses, conferences and trainings.