Online Tuition Reimbursement Program

Sample Pre-Approval Request Authorization

1. Once the reviewer approves the pre-approval request, the reviewer will add notes to the pre-approval request. The notes include detailed instructions on how to submit an expense report. See sample screenshot below.

2. Once you are ready to submit an expense report, please complete the following steps:
   a. Log into the online tuition reimbursement system (located at https://sfdhr.org/online-tuition-reimbursement-process) and make a screenshot of your history screen with the approval notes and directions (such as the image above). You will need to upload the document to show the expense was pre-approved and to copy the various chartfields (account codes) into the expense report.
   b. Gather your itemized receipt, proof of payment, and proof of successful completion.