



Tuition Reimbursement Process
Department Representatives

Please check out the job aid located on DHR’s webpage (<https://sfdhr.org/online-tuition-reimbursement-process>) for questions on how to submit a request or view a status update.

1. If your expense authorization was routed to the incorrect supervisor, please email the department contact listed in the table to update the field for future requests and email your department expense manager to reassign the expense authorization to the correct supervisor.
2. If you have general questions or concerns, please reach out to the department representative listed in the table.

Dept.	Department Name	Email Address to Update “Reports to” Field	Email Address for General Tuition Questions
ADM	General Services Agency	CityAdminHR@sfgov.org	Ada.Aberilla@sfdpw.org
ADP	Adult Probation	Michele.nieve@sfgov.org	Janet.maceachern@sfgov.org
AIR	Airport	yvette.Gamble@flysfo.com; Iris.Goh@flysfo.com; marilu.rincon@flysfo.com	anamaria.florentino@flysfo.com
ART	Arts Commission	Lauren.rowe@sfgov.org	Lauren.rowe@sfgov.org
ASR	Assessor/ Recorder	Jonathan.nelly@sfgov.org	Jonathan.nelly@sfgov.org
BOA	Board of Appeals	cynthia.goldstein@sfgov.org	cynthia.goldstein@sfgov.org
CAT	City Attorney’s Office	Jacob.mast@sfcityatty.org	Jacob.mast@sfcityatty.org
CHF	Children, Youth & Their Families	florence.corteza@dcyf.org	florence.corteza@dcyf.org
CON	Controller	carlos.benitez@sfgov.org	vicente.centeno@sfgov.org
CPC	City Planning	michael.eng@sfgov.org	thomas.disanto@sfgov.org
CSC	Civil Service Commission	luz.morganti@sfgov.org	luz.morganti@sfgov.org
CSS	Child Support Services	sfdcsc-hr@sfgov.org	sfdcsc-hr@sfgov.org
DAT	District Attorney	SFDA-HRSupport@sfgov.org	SFDA-HRSupport@sfgov.org
DBI	Building Inspection	melissa.j.cayabyab@sfgov.org	melissa.j.cayabyab@sfgov.org

Dept.	Department Name	Email Address to Update "Reports to" Field	Email Address for General Tuition Questions
DEC	Department of Early Childhood	Kristin.Hadley@sfgov.org; tracy.fong@sfgov.org	Kristin.Hadley@sfgov.org; tracy.fong@sfgov.org
DEM	Department of Emergency Management	kacie.kesler@sfgov.org	kacie.kesler@sfgov.org
DPA	Department of Police Accountability	benjamin.richey@sfgov.org	benjamin.richey@sfgov.org
DPH	Department of Public Health	DPH-HRAdmin@sfdph.org	DPH-HR.reimbursement@sfdph.org
DPW	Department of Public Works	DPW-HR-OPS@sfdpw.org	DPW-HR-OPS@sfdpw.org
ECN	Economic & Workforce Development	anabel.simonelli@sfgov.org	anabel.simonelli@sfgov.org
ENV	Environment	sana.j.ahmed@sfgov.org	claudia.molina@sfgov.org
ETH	Ethics	Nikki.Chew@sfgov.org	Nikki.Chew@sfgov.org
FIR	Fire	elaine.walters@sfgov.org	lucy.chu@sfgov.org
HOM	Homelessness & Supportive Housing	melanie.laman@sfgov.org	melanie.laman@sfgov.org
HRC	Human Rights	Kristen.erbst@sfgov.org	Kristen.erbst@sfgov.org
HSA	Human Services Agency	mildred.mendoza@sfgov.org	mildred.mendoza@sfgov.org
HSS	Health Service System	Stella.Choi@sfgov.org	Stella.Choi@sfgov.org
JUV	Juvenile Probation	Joanna.luong@sfgov.org	Joanna.luong@sfgov.org
LIB	Public Library	Michael.Zhao@sfpl.org; Bonnie.Luu@sfpl.org; Yong.Lu@sfpl.org; Susan.Chu@sfpl.org	molly.callaghan@sfpl.org
MTA	Municipal Transportation Agency	employeerelations@sfmta.com	employeerelations@sfmta.com
MYR	Mayor	daniella.mattias@sfgov.org	karen.henderson@sfgov.org
PDR	Public Defender	arlene.laxamana@sfgov.org	arlene.laxamana@sfgov.org
POL	Police	benjamin.houston@sfgov.org	jenny.y.liu@sfgov.org
PRT	Port	annie.k.chan@sfport.com	annie.k.chan@sfport.com
PUC	Public Utilities	HRS@sfwater.org	TuitionReimbursement@sfwater.org

Dept.	Department Name	Email Address to Update "Reports to" Field	Email Address for General Tuition Questions
REC	Recreation and Park	Pauline.Liang@sfgov.org	sara.lecain@sfgov.org
REG	Elections	David.Broekelschen@sfgov.org	norma.agustin@sfgov.org
RET	Retirement System		michael.nettles@sfgov.org
SHF	Sheriff	Fabian.Perez@sfgov.org	Fabian.Perez@sfgov.org
TIS	Technology	CityAdminHR@sfgov.org	marsha.young@sfgov.org
TTX	Treasurer/Tax Collector	Gerald.buss@sfgov.org	Gerald.buss@sfgov.org
WAR	War Memorial	kate.gagnier@sfgov.org	kate.gagnier@sfgov.org
WOM	Status of Women	Peter.rosel@sfgov.org	Peter.rosel@sfgov.org