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.

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Department Name</th>
<th>Email Address to Update “Reports to” Field</th>
<th>Email Address for General Tuition Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM</td>
<td>General Services Agency</td>
<td><a href="mailto:CityAdminHR@sfgov.org">CityAdminHR@sfgov.org</a></td>
<td><a href="mailto:Ada.Aberilla@sfdpw.org">Ada.Aberilla@sfdpw.org</a></td>
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<tr>
<td>ADP</td>
<td>Adult Probation</td>
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<td>AIR</td>
<td>Airport</td>
<td><a href="mailto:yvette.Gamble@flysfo.com">yvette.Gamble@flysfo.com</a>; <a href="mailto:Iris.Goh@flysfo.com">Iris.Goh@flysfo.com</a>; <a href="mailto:marilu.rincon@flysfo.com">marilu.rincon@flysfo.com</a></td>
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<td>Arts Commission</td>
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<td>Assessor/Recorder</td>
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<td>Board of Appeals</td>
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<td>Board of Supervisors</td>
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<td>CAT</td>
<td>City Attorney's Office</td>
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<td>Controller</td>
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<td>CSC</td>
<td>Civil Service Commission</td>
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<td>CSS</td>
<td>Child Support Services</td>
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<td>DAT</td>
<td>District Attorney</td>
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<td>Homelessness &amp; Supportive Housing</td>
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<td>HRC</td>
<td>Human Rights</td>
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