

# CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES



## TUITION REIMBURSEMENT PRE-APPROVAL REQUEST FORM

*For employees represented by SEIU Local 1021, Staff Nurses ONLY*

Complete this form as indicated in the instruction sheet (page 2), sign the form, and submit it to your supervisor for review and approval. Once you obtain your supervisor's approval and signature, you will scan and save the signed form and supporting documents as PDF file(s). You must upload the PDF file into the Online Tuition Reimbursement System.

For Section 3, please note the following policies:

- Flight must be economy or coach class only. The following air related expenses are not reimbursable: same day or near day ticket purchases, use of travel miles/rewards or gift cards, travel insurance, early boarding, upgrades, second checked bag.
- The hotel daily rate must be the conference sponsored rate or the Federal Per Diem rate. The Federal Per Diem rates are available online at <http://www.gsa.gov/portal/content/104877>.
- Economy car rental will only be used when shuttles or other forms of public transportation are not available. Insurance and pre-paid gas are not eligible expenses.

### SECTION 1-EMPLOYEE INFORMATION

LAST NAME:		FIRST NAME:		PHONE NUMBER:	
JOB CLASS:	JOB TITLE:		PCS APPT. DATE:		DSW ID:
CHECK MAILING ADDRESS:			CITY:	STATE:	ZIP:
DEPARTMENT:		DEPARTMENT ADDRESS:			

### SECTION 2-NON TRAVEL EXPENSES TO BE REIMBURSED

<input type="checkbox"/> CME/BRN APPROVED COURSE	BRN NUMBER:	START DATE:	END DATE:
COURSE TITLE:			COURSE TOTAL: \$
<input type="checkbox"/> CERTIFICATION/RE-CERTIFICATION	CERTIFICATION TYPE:		TOTAL: \$
<input type="checkbox"/> COURSE (CHECK DEGREE TYPE)	<input type="checkbox"/> BSN	<input type="checkbox"/> MSN	<input type="checkbox"/> DOCTORATE IN NURSING
			<input type="checkbox"/> OTHER MASTERS OR DOCTORATE
COURSE NAME:	START DATE:	END DATE:	COURSE TOTAL: \$
<input type="checkbox"/> REQUIRED COURSE READING MATERIAL	TITLE:		TOTAL: \$

### SECTION 3-TRAVEL EXPENSES TO BE REIMBURSED

COURSE START DATE:	COURSE END DATE:	COURSE LOCATION:
TRAVEL ESTIMATE SUBTOTAL (AIR FARE, HOTEL, TRANSPORTATION and/or MILEAGE):		\$
TOTAL TRAVEL ESTIMATE (50% OF SUBTOTAL UP TO \$500):		\$

**GRAND TOTAL TO BE REIMBURSED (SECTION 2 + SECTION 3): \$**

*My signature certifies my request is compliant with the SEIU LOCAL 1021 STAFF NURSES MOU; if applicable, I will travel by the most efficient, direct, and economical mode of transportation in compliance with the Controller's Office Accounting Policies and Procedures. If the request is incomplete, the review process will be delayed.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

*The supervisor's signature certifies the items are relevant to the employee's current classification.*

Supervisor Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

See Instructions on the Back

## Instructions for Tuition Reimbursement Request Form

All requests for tuition reimbursement must be processed through the Online Tuition Reimbursement System. For each request, you are required to submit the *Tuition Reimbursement Request Form*. Calculate estimated expenses and gather supporting documentation that justifies the expense (for example, a registration form, invoice, web site screen shot, travel quote, etc.).

To download the *Tuition Reimbursement Request Form*, view examples, or log into the Online Tuition Reimbursement System, go to the Department of Human Resources (DHR) webpage at <http://sfdhr.org/online-tuition-reimbursement-process>.

1. Complete Section 1.
2. Complete Section 2 for non-travel expenses to be reimbursed. Check the MOU for eligible expenses.
3. If applicable, complete Section 3. If there are no travel expenses, sign the *Tuition Reimbursement Request Form* and obtain your supervisor's signature.

Section 3 is applicable for travel expenses. Supporting documentation examples include:

- Comparative air quote,
- Conference sponsored lodging rates,
- Mileage estimate, and/or
- Public transportation estimate.

Travel estimate examples are available at DHR's webpage. Sign the *Tuition Reimbursement Request Form* and obtain your supervisor's signature.

4. Log into the Online Tuition Reimbursement System and submit a pre-approval request. (Upload the signed *Tuition Reimbursement Request Form* and supporting documentation that justifies the expense).

If you are a new employee or have never used the Online Tuition Reimbursement System, contact your Human Resources representative at your department. Please provide your job class, preferred email address and DSW ID to your representative, so he/she can obtain your account.

DPH-CO: [DPH.TuitionReimbursement.NonHosp@sfdph.org](mailto:DPH.TuitionReimbursement.NonHosp@sfdph.org)

LHH: [DPH.TUITIONREIMBURSEMENT.LHH@sfdph.org](mailto:DPH.TUITIONREIMBURSEMENT.LHH@sfdph.org)

SFGH: [DPH.TUITIONREIMBURSEMENT.SFGH@sfdph.org](mailto:DPH.TUITIONREIMBURSEMENT.SFGH@sfdph.org)

5. The request will appear in your "My Pre-Approval Requests" tab in the Online Tuition Reimbursement System. Once your department approves the request, the funding is secured until June 30th.
6. Once you incur the expense and complete the course, you may submit a reimbursement request for payment. Log into the Online Tuition Reimbursement System and submit a reimbursement request. You will upload itemized receipts, proof of payment, and proof of successful completion. Examples are available at DHR's webpage.
7. Once your reimbursement request is approved by department staff, the request is automatically transmitted to DHR for review and approval. Once DHR approves the request, the request status is updated to "Approved."
8. Once a check is cut, the request status is updated to "Paid" and the check is mailed to the address listed on the signed *Tuition Reimbursement Request Form*.

### **Note:**

To check the status of your reimbursement, view your fund balance, and view the SEIU Nurses fund balance, log into the Online Tuition Reimbursement System. The Controller's Office Accounting Policies and Procedures are available online at <http://sfcontroller.org/Modules/showdocument.aspx?documentid=6828>.