



FY20/21

TUITION REIMBURSEMENT PROCESSING

How it works



Gather Approval Form and Price Documentation

Supporting documents include: Signed Pre-approval Request Form, registration brochures, screen shots, membership invoice, travel quote, relevant documents that include the registration fee/item price, etc.



Request Pre-Approval Online

Login to the DHR Tuition Reimbursement System to request pre-approval of your expenses.

<http://sfdhr.org/online-tuition-reimbursement-process>



Receive Approval

DHR, MEA, or IFPTE Local 21 will determine whether the expense is eligible per the applicable Memorandum of Understanding. Once approved, the DHR Tuition Reimbursement System will automatically send an approval email.



Gather Expense Documentation

Expense documents include: DHR approval; itemized receipt; proof of payment; and, proof of completion.

Further instruction provided on next page...



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Submit Expense Report

Login to the SF Employee Portal and submit an Expense Report under Employee Links, so your supervisor and department accountant can review and approve your request.

<http://sfgov.org/sfc/employee-gateway>



Receive Direct Deposit

Direct deposit payments are made every Tuesday.

Additional Training and Resources

How to Enter Pre-Approval Request

LINK:

<https://sfdhr.org/sites/default/files/documents/Online-Tuition-Reimbursement-Process/How-to-Submit-Pre-Approval-Request.pdf>

How to Enter Expense Report

LINK:

<https://sfdhr.org/sites/default/files/documents/Online-Tuition-Reimbursement-Process/Expense-Report-Guide.pdf>