

Tuition Reimbursement Itemized Expenses Sheet

Employee Name: _____
Employee ID: _____
Department: _____
Semester/Term: _____
Date of Submission: _____

Description	Date	Institution	Amount (USD)
Tuition Fee - Course A			
Registration Fee			
Textbooks and Materials			
Lab/Resource Fee			
Total Amount Requested:			

Employee Signature: _____ Date: _____
Supervisor Approval: _____ Date: _____

Important Notes:

- Submit original receipts for each expense item listed above.
- Ensure all information is complete and accurate to avoid processing delays.
- This form must be approved by your supervisor before submission to HR.
- Reimbursement applies only to eligible courses and expenses as specified in company policy.
- Keep a personal copy of this sheet and all supporting documents for your records.