

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.