

If you have any questions about the below instructions, contact your HR representative or HR Live at 855-4HR-Live (855-447-5483)

TUITION REIMBURSEMENT PROCESS CHECKLIST/INSTRUCTIONS:

- **Application Packet:** *Checklist/Instructions, Application, Contract, Recommendation, Policy Overview*
 - 1 – Print packet and review forms, contract and policy overview
 - 2 – Complete all forms
 - 3 – Discuss with manager and department manager and obtain department manager approval (for undergraduate studies) or business unit head approval (for graduate studies).
Signature/approval requirements are included on Recommendation form
 - 4 – Submit completed, signed forms to HR (in person or via email) prior to enrolling in school/program

- **Reimbursement Packet:** *Checklist/Instructions, Policy Overview, External Request Form (Spend Authorization) QRG, Concur Tuition Reimbursement Expense QRG*
 - 1 – External Request Form QRG to complete and submit External Request Form in Employee Central
 - 2 – Once form is approved, print and scan into receipts section of Concur
 - 2 – Obtain all receipts for tuition/related spend according to policy
 - 3 – Obtain final grade report and ensure grades meet policy for reimbursement
 - 4 – Use Concur Tuition Reimbursement Expense QRG to complete expense report in Concur and attach all receipts, (including the approved form image) and grades
 - *Important note: This process is audited. If a tuition reimbursement expense submission does not meet policy or include all relevant documents, reimbursement amount must be returned to the company*