

COURSE CREDIT REIMBURSEMENT FORM

TO OBTAIN REIMBURSEMENT FOR CREDITS AFTER COMPLETION OF YOUR COURSE, A GRADE REPORT IS ACCEPTABLE.

- 1) Complete this form
- 2) Attach official grade report
- 3) Attach proof of cost unless previously submitted

Note:

Please remember if you are applying for a **salary track change** a grade report is not acceptable. We must receive an official signed/sealed transcript for a salary track change. Please refer to your collective bargaining agreement for the deadlines for track change submissions.

DATE: _____

NAME: _____ SCHOOL: _____

MAILING ADDRESS: _____

TITLE OF COURSE: _____ COURSE #: _____

UNIVERSITY/COLLEGE: _____

DATE COURSE WAS TAKEN: _____ TO _____
Mo. / Day/Year *Mo./Day/Year*

GRADE EARNED: _____

I certify that the above is just and true in all respects and that all expenditures were made under prior authority.

PAYEE: _____
(Signed)

DATE: _____