TUITION REIMBURSEMENT DIRECTIONS

Critical Needs Scholarships are still a separate process and handled through the Office of the Chief Financial Officer.

Below is information you will need to complete the approval and reimbursement processes:

EMPLOYEE GROUP	TEACHERS	SECRETARIES	PARAPROFESSIONALS	ADMINISTRATORS
ALLOCATION	$25,000 YEARLY	$5,000 YEARLY	$5,000 YEARLY	Contact HR
DISTRIBUTION	Per credit hour 60% summer/fall 40% spring (includes winter session)	Per credit hour Cap $1,000/employee Once per year/June 30	Per credit hour Cap $2,500/employee Per semester Once per year/June 30	Once per year/June 30
APPROVERS	Principal Debra Davenport	Principal Christine Smith	Principal Christine Smith	Debra Davenport

- Teachers and other instructional staff covered by the RCEA bargaining agreement may submit for reimbursement any course they feel will advance their professional knowledge and skills. This includes:
  - Bachelor
  - Master
  - Doctoral
  - Administrative certification

- Secretaries: per the collective bargaining agreement, coursework must be related to the secretarial profession. Coursework for learning Spanish is also accepted.

- Paraprofessionals: per the collective bargaining agreement, coursework must be related to the education profession

- All grades must be C or better.

REIMBURSEMENT SCHEDULE

COMPLETED REIMBURSEMENT PACKETS MUST BE IN HUMAN RESOURCES OFFICE BY THESE DATES:

SUMMER/FALL	SPRING
January 30, 20XX	June 30, 20XX

TUITION REIMBURSEMENT INSTRUCTIONS

Failure to comply with these instructions will result in your reimbursement packet being returned. Incomplete/inaccurate packets delay reimbursement for everyone.

BEFORE YOU TAKE CLASS(ES):

Staff must submit for approval PRIOR to the start of any course.

1. Complete a Course Tuition Reimbursement Form in FileBound prior to the start date of the class for each class. Go to the intranet, click on "Forms."
2. Print your final approvals when you receive them by e-mail. This is the first piece of your reimbursement packet. You must click the link in the e-mail and print the actual approval from school stream.

AFTER YOU HAVE TAKEN CLASS(ES):

All information must be sent hardcopy. No email or fax documents will be accepted or processed.

Incomplete packets cannot be processed and will be returned. Your reimbursement may be delayed until the next processing cycle.

When you have completed the course and received a transcript for the classes taken, you are ready to complete your personal reimbursement packet. Use the attached checklist as a guide.

1. Include a copy of your final approval from FileBound.

2. You must include a statement from the institution indicating itemized charges and payments. This is your Proof of Payment document.

3. You must include an unofficial transcript that is printed from the institution's website. You may not use the "My Grades" application from your university.

4. You must include a Personal Reimbursement Cover Page and a Personal Reimbursement Supply Log. These documents are located on the Red Clay intranet: go to the intranet, click "Forms", scroll down to "Financial", click on "Personal Reimbursement Form".

5. Do not put any money numbers on the cover page, only your personal information and your employee ID. DO NOT STAPLE YOUR PACKET, PLEASE.

6. The supply log should contain: course title & course #, number of credits and tuition amount. Use 2 sections on the same sheet to list summer and fall classes. Print clean forms. Do not use the examples below.

NAME: _____ SCHOOL ATTENDED: _____

TUITION REIMBURSEMENT PACKET CHECKLIST

_____ Copy of this checklist

_____ School Stream final approval form

_____ Billing statement (proof of payment)

_____ Unofficial or official transcript showing course(s) and grade(s) received. "My Grades" information is not acceptable.

- _____ Grade must be C or better.

_____ Personal reimbursement Cover Page

- _____ your signature on the cover page
- _____ your immediate supervisor's signature on the cover page

_____ Personal Reimbursement Supply Log

- _____ course title & course #
- _____ number of credits
- _____ tuition amount
- _____ 2 sections on the same sheet to list summer and fall classes (if applicable)

Mileage/Supplies Personal Expense Reimbursement Request

Red Clay Consolidated School District
1502 Spruce Avenue
Wilmington, DE 19805

Business Office use:

PV #
Vendor #
Date entered:
Reviewed:

Name Sally Jones Employee Id # 123456 Date 8/26/2013

Home Address 789 School Lane City Seattle State WA 10234

Total Reimbursement LEAVE BLANK

Attach detail page and receipts

Description: Please attach all receipts, registration, mileage detail or absence request approvals.

Date	Description	Amount
	THIS ENTIRE SECTION WILL BE FILLED IN BY HUMAN RESOURCES	
	Supplies Log Total	Leave Blank
	Total	$ -

Coding: Please fill out the department funding below for all expense charges. Shaded area - federal only

Budget Ref (FY)	Fund	Dept	Operating Unit	Appr	Acct Code Desc	Account	Category Code	Program	Location	PC Bus Unit	Project	Activity (I or A)	Amount
	FUNDING WILL BE COMPLETED BY HUMAN RESOURCES												
												Total	Leave Blank

Employee Certification

I do solemnly swear that the above mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.

Employee Signature Sally Jones Signature Date Fill in

Manager 1 Approval Principal's Sitgnature Date Fill in

Manager 2 Approval _____ Date _____

Submit all documentation to the Red Clay Consolidated School District Business Office

Red Clay Consolidated School District
Personal Reimbursement
Supplies Log

Name: Sally Jones Employee ID 123456

Date	Vendor Receipts	Amount
	SUMMER CLASSES - 2013	
Current Date	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only
	FALL CLASSES - 2013	
Current Date	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only

Total LEAVE BLANK