

**USD 232  
COLLEGE TUITION REIMBURSEMENT FORM  
2018-2019**

Under the USD 232 Negotiated Agreement, a Professional Employee is entitled to reimbursement of up to \$225.00 per year to partially offset the cost of taking college credit that supports the employee's Individual Development Plan. This form must be signed by a building administrator. Forward to Melanie Blackmore in Human Resources.

**Please attach: Transcripts showing  
satisfactory completion of the course and a  
PAID receipt for the classes shown.**

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Date: \_\_\_\_\_

RECEIPT DATE	DESCRIPTION OF CLASSES TAKEN	AMOUNT
	TOTAL =	

BLDG. ADMINISTRATOR APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

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**TO BE COMPLETED BY HUMAN RESOURCES:**

BUDGET CODE:	TBD BY HR	
	TOTAL =	