



Finance & Operations

Graduate Degree Grant Reimbursement Form

This form is to be used by any employee that has submitted an application for Professional Growth: University Level Grant Application. Please submit your receipt(s) and proof of completion of the course with a "B" grade or better.

Name of person requesting reimbursement: _____

Date of request for reimbursement: _____

| <u>School/Course</u> | <u>Description</u> | <u>Date Course Complete</u> | <u>Amount</u> |
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X 60% (reimbursed Amount): _____

Division Head/Supervisor Signature: _____

Date: _____

VP for Academic Affairs Signature: _____

Date: _____

VP for Finance & Operations Signature: _____

Date: _____