

REIMBURSEMENT FORM
Coursework/Praxis Reimbursement
(Effective dates July 1, 2016 – June 30, 2017)

Employee Name: _____ Employee # _____

School: _____

Grade Level(s): _____ Subject Area: _____

LATERAL ENTRY COURSEWORK REIMBURSEMENT (50% Reimbursement per course)

Course(s):	College or University:
_____	_____
_____	_____
_____	_____

PRAXIS REIMBURSEMENT (100% Reimbursement)

Praxis Test Name(s):	Reason for taking Praxis:
_____	_____

Amount to be reimbursed: _____

Documentation: (Complete documentation not received by requested due date will not be reimbursed.)
For Coursework: Attach itemized receipt and copy of class/grade. Grade must be a "B" or higher.
For Praxis: Attach itemized receipt and copy of passing scores. Praxis must have passing score to be reimbursed.
**Reimbursement will not include any tech fees, late fees, book fees, university fees, insurance fees, etc.*
***Emailed, mailed or faxed copies will not be accepted.**

Signature of Employee

Date

***After completion of the above section, submit form to Shelvia Horne, Central Office.**
***All reimbursement forms must be submitted no later than Monday, June 2, 2017.**
*** No reimbursements for summer course work.**

REIMBURSEMENT DEADLINES:

Summer II Courses- October 21, 2016

Fall Courses- January 8, 2017

Spring Courses- June 2, 2017

FOR CENTRAL OFFICE USE ONLY

Approved _____ Amount to be reimbursed _____ Budget Code _____

Not Approved _____ Reason _____

Authorized Signature

Date