



City of Pittsburgh Education Course Approval/Tuition Reimbursement Request Form

I am enrolling in the following course(s) which relate(s) to my present position, a higher position within the City, or will count toward my degree in _____
 The course(s) will benefit me and the City because: _____

If the employee's participation in the course(s) is dependent upon receiving reimbursement, this form must be submitted to the Department Director for approval prior to enrollment.

Employee Name:	Classification:	Department:
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REQUEST FOR COURSE APPROVAL

School:	Dates of Course(s):
Course(s):	Units:

Approximate Costs:
 \$_____ Tuition \$_____ Books & Supplies \$_____ Parking
 \$_____ Other Fees \$_____ **Total**

Will any tuition, books, supplies or other fees be paid for with other governmental benefits, such as a GI Bill? Yes No If yes, please specify: _____

Employee Signature _____	Date _____
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial	
Department Director Signature _____	Approval of City Manager _____

Upon satisfactory completion of the above course(s), complete the section below, attach documentation of satisfactory completion and all receipts. Re-submit this form to Human Resources for review and processing.

REQUEST FOR TUITION REIMBURSEMENT

Actual Costs:	\$_____ Tuition	\$_____ Books & Supplies	\$_____ Parking
	\$_____ Other Fees	\$_____ Total	

Current Calendar Year Reimbursements:
 \$ _____

Approval of Director of Human Resources: _____	Date: _____
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For Finance Use: Reimbursement Amount \$ _____ Account No. _____

Check No. _____ Date _____