

# EMPLOYEE INSTRUCTIONAL FEE REIMBURSEMENT AUTHORIZATION

**An employee requesting reimbursement of instructional fees must:**

- 1) Complete the normal registration process (register for the class, pay tuition and fees, etc.)
- 2) Complete the form and forward to immediate supervisor
- 3) After all approvals are signed, take the form to the Registrar's Office

If the course is successfully completed, the Registrar will sign the form and send it to Human Resources. Human Resources will check for credit requirements and current employment, sign the form and forward it to Business Services for payment. A separate form must be submitted for each course.

**NOTE: Limited Term Employees and Students are not eligible**

Employee name	Employee ID Number	Social Security Number:
Personnel Type		
Unclassified <input type="checkbox"/>	Represented Classified <input type="checkbox"/>	Non-represented Classified <input type="checkbox"/>
Employing Department/Office		

## COURSEWORK DESCRIPTION AND SUPPORTING DOCUMENTATION

Name of Educational Institution	Semester and Year: Fall <input type="checkbox"/> Winterim <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Yr
Department, course number, course title	Number of credits:
Class days and time	Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Special <input type="checkbox"/> Auditor <input type="checkbox"/>
Fees for this course	Total credits taken this semester that you are requesting reimbursement for

Please note:

If the number of credits you are requesting reimbursement for exceeds the credit limit in General Administrative Policy Paper #25, you must obtain prior approval from the appropriate Vice or Assistant Chancellor.

If coursework is taken at an institution other than UW-Eau Claire, please submit the original fee receipt and grade report or transcript to the Registrar's Office, Schofield 128, at the end of the semester.

Unclassified and Non-represented Classified staff, please answer #1 and #3. Represented Classified staff, please answer #2 and #3.

1. (For Unclassified and Non-represented Classified staff) How will the knowledge gained from this course improve your job performance? How does this course relate to your current job or to job advancement at the University?
2. (For Represented employees) How will the knowledge gained from this course aid your progression to a higher classification or class series in your bargaining unit within UW-System, or to move laterally to a position in a counterpart pay range within UW-System?
3. (For all employees) If coursework must be taken during your normal working hours, explain what arrangements will be made for compensatory service, including the use of flex time. Explain how those arrangements will avoid impairment of the department's efficiency and effectiveness.

## AUTHORIZATION SIGNATURES

Signatures are to be obtained in the order listed. Supervisor is to enter the account number to be charged.

Approved/Denied	Supervisor/Chair	Date	Account
-----------------	------------------	------	---------

If denied, state reasons:

Approved/Denied	Dean/Director	Date	
-----------------	---------------	------	--

If denied, state reasons:

Approved/Denied	Vice or Asst. Chancellor	Date	
-----------------	--------------------------	------	--

If denied, state reasons:

## CERTIFICATION OF SUCCESSFUL COURSEWORK COMPLETION

Registrar	Date
-----------	------

## CERTIFICATION OF CURRENT EMPLOYMENT

Director of Human Resources	Date
-----------------------------	------

## FINAL ACCOUNTING

Amount paid	Business Office Certification	% of Refund Allowed	Amount Reimbursed
-------------	-------------------------------	---------------------	-------------------