

Course Approval - Step 1 Course Reimbursement - Step 2

Important Please Ready Carefully

Keep track of your Course Approval and Course Reimbursement forms at all times. Create your own personal folder for course approval/reimbursement paperwork.

Step 1 - Course Approval

1. Obtain a Step 1 form, fill it out and send Step 1 form to the Curriculum Secretary in the administration office. Please keep a copy for your records. You must submit STEP 1 prior to starting your course to be considered for reimbursement.
2. When we receive your step 1 paperwork, it needs to go through an approval process.
 - If approved – you will receive a PO
 - If not approved – you will receive an email
3. When you receive your PO, file it in your personal folder so you will have PO # needed when you complete step 2 paperwork.

Step 2 - Course Reimbursement

1. When you have paper transcript/grades and payment receipts, take your PO, fill out the step 2 form, and be sure to write the PO # on that form. **IMPORTANT, if the address on your PO does not match what you are writing on your Step 2 form, please note that in the appropriate box on the Step 2 form.** This will insure that your payment is sent to your most current address. Remember you **only have 60 calendar days** from the completion of your course to submit step 2.
2. Make a copy of your step 2 paperwork for your records, and send original Step 2 form, paper transcript/grades and receipt to Yvonne Breen in Accounts Payable located in the administration building. Small paper receipts should be **taped** to an 8 ½ by 11 piece of paper.
3. On your copy, you may want to write the date you sent it to administration building.

Please **do** refer to your specific Contract for details regarding course reimbursements.

Please **do not** submit step 2 paperwork if you do not have paper transcript/grades and receipt of payment attached. If you submit step 2 **without** proof of payment and the **PAPER** transcript (it does not need to be the official transcript for reimbursement), the incomplete paperwork will be sent back to you.

These steps should ensure timely reimbursements and less chance of paperwork getting lost or checks mailed to an incorrect address. **Please note from the time we get your step 2 paperwork, it could take between 2 and 4 weeks before a check is mailed.**

Remember...

We **do not** require the official transcript for course **reimbursement**.

We **do** require the **official transcript** for salary step increases and moving over columns. Please send official transcripts to Human Resources Department in the administration building.