

FY 15 EDF Reimbursement Checklist:

The Four Required Items:

1. EDF APPLICATION FOR REIMBURSEMENT - Accurately and fully completed.

a. **ACADEMIC COLLEGE/SCHOOL & COURSE INFORMATION** Section is only for academic courses toward a degree that result in credit hours and a grade offered by colleges and universities

b. **EVENT INFORMATION** Section is for workshops, conferences, training events, accreditation/licensure preparatory courses, work skills or computer/technical skills training

2. PROOF OF PAYMENT

a. **ACADEMIC COURSES:** What you paid the college for the tuition can include loan. Examples are an invoice or copy of an online account page from the provider that shows current charges and full payment with a zero balance for the named course. Remove or black out all account number information but make sure your name appears on the document.

b. **EVENTS:** What you paid to the provider for the event. Examples are cancelled check both front and back or credit card statement or paid invoice or receipt with providers letterhead printed. Remove or black out all account number information but make sure your name appears on the document.

3. PROOF OF COST:

The document that displays the cost or fee or rate of the academic course or event. Examples: brochure, web page, course catalog page, letter from provider on provider's letterhead or email that lists the fee for the cost of course/event.

4. PROOF OF ATTENDANCE:

a. **ACADEMIC COURSES-GRADE:** A grade including pass/fail is required for tuition reimbursement. Electronic grade documentation is sufficient if it is from the registrar of the institution. Verify that your name appears on the document

OR

b. **EVENTS/WORKSHOPS/CONFERENCES** Examples: certificate of completion, continuing education units (CEU) certificate or web page, letter or email from provider on provider's letterhead that certifies applicant's attendance or completion of course/event. Name tags or badges are not acceptable. Verify that your name appears on the document.