



# Submitting Documentation for Non-Preapproval Reimbursement

The State of Ohio recognizes that benefits accrue to State employees through their participation in continuing education activities, including job-related conferences, seminars, and workshops, as well as enrollment in educational programs.

This job aid will help you complete your application for tuition reimbursement with the Employee Development Funds (EDF) program, specifically with the documentation you send if your course **was not pre-approved**.

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## *Completing the Application Form*

Access the [Tuition Reimbursement Application](#) from the EDF page on the DAS website. The application must be completed, including all necessary signatures, or it will be returned to you.

Enter information on the application as shown on the following pages:

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### *Information Needed To Complete Reimbursement Request:*

If you are requesting reimbursement **without prior approval**, send the following items by email to [EDFunds@das.ohio.gov](mailto:EDFunds@das.ohio.gov) in one packet within 45 business days of the completion of the course/activity:

- A completed EDF application form
- Itemized invoice or brochure or Web page that shows the provider name, the activity name, cost of the course/event and date of activity
- Proof of payment of the cost of course/event
  - Copy of cancelled check including front and back
  - Account statement/invoice with zero balance
  - Credit card receipt
- Paid receipt for book(s)
- Proof of completion of course or attendance at event
  - Copy of transcript that shows final grade
  - Certificate of completion
- A grade including pass/fail or satisfactory/unsatisfactory is required for tuition reimbursement. Electronic grade documentation is sufficient if it is from the registrar of the institution.

### *Tips to Prevent Delay*

- Read the pre-approval policy for your group to avoid any surprises .
  - Effective August 1, 2011 all reimbursement requests including applications and documents must be submitted by email unless previous arrangements have been made.
  - Do not send copies of catalogs or other multi-page documents just send the pages that describe your course or event.
  - For your personal security black out any personal account numbers that appear on checks , credit card receipts or other documents
  - Make sure all copies are legible.
  - Do not send the forms and documents separately; you will be notified that the packet was incomplete and discarded. You will have to resubmit all items together in one packet.
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Your application will be rejected if you do not complete the required fields for yourself and the course or event.

Indicate if you are exempt or the bargaining unit you belong.

SUBMIT BY EMAIL

Please Note: Your application will not be processed unless all information is completed.

APPLICATION FOR TUITION/EVENT REIMBURSEMENT

Check One:  Exempt  FOP  OSTA  SCOPE OEA  SEIU 1199

APPLICATION INFORMATION

Last Name		First Name		Date
Agency		Work E-mail	Work Phone	Alternate Phone
Home Address		City	State	

The choices in the Type of Course box are:  
• Graduate  
• Undergraduate

COLLEGE/SCHOOL & COURSE INFORMATION

COLLEGE/SCHOOL & COURSE INFORMATION

College/School Name

Degree Type:  Associate  Bachelor  Graduate  Doctoral  Continuing Ed. Course Type: Choose one:

Course No.	Course Name	Start Date	End Date	Credit Hours	Cost Per Credit Hour	Book Fees (Union only)	Lab Fees	Course Total Cost
					\$	\$		
								TOTAL

Check one box only

Use one application for each request. Indicate if this application is for a tuition or event reimbursement, and fill out (only) that section.

The choices in the Type of Event box are:  
• Computer/technical  
• Conference  
• Seminar/Workshop  
• MAPS

EVENT INFORMATION

EVENT INFORMATION

Event Provider Type of Event Choose One:

Course Name Event Start Date Event End Date

Event City Event State

For FOP, OSTA 1 & 15: if the event is NOT job-related, you must have a signature indicating management approval. See the special instructions on the next page.

\*\* FOP, OSTA 1 & 15 Members Only: If the event, seminar, workshop or conference is NOT job-related, it must be approved by management to receive reimbursement. Your manager must submit this application by his/her e-mail to indicate approval.

Enter manager's name: \_\_\_\_\_

In order to receive reimbursement, the following information must be forwarded electronically:

For Seminars: Proof of payment Proof of attendance/certificate Brochure or description of seminar	For Tuition: Proof of payment/book receipt Invoice showing charges Final grade
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E-mail: EDFunds@das.ohio.gov

I certify and agree that my participation in this program is to further my professional development as an employee of the State of Ohio, and courses taken will relate to any of the major job classifications currently used in the State of Ohio. My electronic signature below this application is correct, to the best of my knowledge, and I agree to the terms outlined in the

Employee ID is the 8-digit number you use to view your paycheck on OAKS.

Employee name \_\_\_\_\_ Employee ID \_\_\_\_\_ Date \_\_\_\_\_



### *Special Instructions for FOP & OSTA Events:*

If your chosen event is not job-related, you must have your manager enter his/her name in the \*\*FOP, OSTA 1 & 15 box near the bottom of the page, as an indication of approval.

**\*\* FOP, OSTA 1 & 15 Members Only:** If the event, seminar, workshop or conference is NOT job-related, it must be approved by management to receive reimbursement. Your manager must submit this application by his/her e-mail to indicate approval.

Enter manager's name: \_\_\_\_\_

Submit the application through his/her email to indicate approval.

\*\*If the event is related to your job, you do not need a management signature on the application.

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### *Submitting the Documentation*

The application form, receipts, and any other necessary attachments are to be

- E-mailed to [EDFunds@das.ohio.gov](mailto:EDFunds@das.ohio.gov).
- Or faxed to 614.728.9464.
- If you do not have email or fax access please contact our office at the email address.

For more information about the tuition reimbursement program, contact the Office of Learning and Professional Development at [EDFunds@das.ohio.gov](mailto:EDFunds@das.ohio.gov) or calling 614.387.6183.