

EDF Reimbursement Checklist:

☑	#	The Four Required Items
	1.	<p>EDF APPLICATION FOR REIMBURSEMENT: All fields accurately and fully completed. <i>(Do not send the application again, if your activity was pre-approved.)</i></p> <ul style="list-style-type: none"> a. The ACADEMIC COLLEGE/SCHOOL & COURSE INFORMATION Section is only for academic courses offered by colleges and universities toward a degree that result in credit hours and a grade <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> b. The EVENT INFORMATION Section is for workshops, conferences, training events, accreditation/licensure preparatory courses, work skills or computer/technical skills training
	2.	<p>PROOF OF PAYMENT:</p> <ul style="list-style-type: none"> a. ACADEMIC COURSES: What you paid the college for the tuition. This may include student loans. Examples include 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. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> b. EVENTS: What you paid to the provider for the event. Examples include cancelled check both front and back or credit card statement or paid invoice or receipt with the provider's printed letterhead. Remove or black out all account number information but make sure your name appears on the document.
	3.	<p>PROOF OF COST:</p> <p>A document that displays the cost or fee or rate of the academic course or event. Examples: brochure, a web page, a course catalog page, letter from provider on provider's letterhead or email that lists the fee for the cost of course/event. Do not send catalogs or books – just send the page that contains the course name/event and fee.</p>
	4.	<p>PROOF OF ATTENDANCE:</p> <ul style="list-style-type: none"> 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> 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.