



Valley Collaborative

Central Administration Office

11 Executive Park Drive North Billerica, MA 01862 * Tel: (978)-528-7800 * <http://www.valleycollaborative.org>

COURSE REIMBURSEMENT FORM

**** All courses must be approved for reimbursement prior to start date ****

Requester Name: _____ Date: _____

Building Location: _____ Program# to charge _____

Step 1 Deliver this form and a copy of the course/workshop description published by the offering institution to your Principal for approval. Submit both documents to the Business Office.

Institution offering course/workshop: _____

Course Number/Course Description: _____

Cost of Tuition: _____ Number of credits: _____

Start Date: _____ End Date: _____

Principal Signature

Date

Step 2 Accounts Payable will enter requisition and return PO to you PO# _____

Reimbursement amount approved: _____
Approval Signature Date

Step 3 After you complete the course a grade of "B" or better, send the following documentation to the Business Office 11 Executive Park Drive, Attention Donna:

- Receipt from granting institution
- Credit card statement and/or proof of payment for course/workshop
- Final grade for course or a certificate of attendance from workshop
- A copy of the approved Purchase Order

Regular full-time employees are eligible for tuition reimbursement for graduate and undergraduate courses which have been pre-approved by their Principal. Employees are reimbursed up to \$750.00 per fiscal year for tuition, books, and lab fees. Employees receive reimbursement for completed courses in which they receive a grade of "B" or higher. Employees are not reimbursed mileage to and from courses and/or workshops.

Revised: September 2023