



TRUCKEE TAHOE AIRPORT

PRE-APPROVAL REQUEST FOR CERTIFICATION/EDUCATION REIMBURSEMENT

Submit before each term/semester.

1. Complete form and obtain all approval signatures.
2. Send completed form to your Direct Supervisor/Manager.
3. Employee is limited to \$3,000 a year for Education Reimbursement.

Name:	Employee ID#:
Address:	Phone:
City:	State: Zip:

Department:	Director:
Job Title:	
Employment Status:	Full Time Part Time Date of Hire:

Name of School or Certification Entity:	Term/Semester:
Estimated cost of tuition/books:	
Course(s)/Exam(s):	
Details of expected outcomes/usage:	
Is this part of a certification/degree program:	Yes No
If yes, name of certification/degree:	
Will you be requesting on-the-clock study time:	Yes No
If yes, amount of time requested:	

Previous degrees received:	AA AS BA BS MA MS MBA
Date graduated:	Major(s):
School(s):	

Signature of Applicant: _____ Date: _____

Signature of Director: _____ Date: _____

Signature of General Manager: _____ Date: _____

Upon completion of certification/degree program, District employees will be subject to a 24 month service agreement. If a District employee voluntarily terminates employment before completing the service agreement, the employee must repay a pro-rata of the amount reimbursed. Reimbursement of educational costs by the District may be taxable, and employees **are responsible for any resulting tax liability.**