



TRUCKEE TAHOE AIRPORT

REQUEST FOR CERTIFICATION/EDUCATIONAL REIMBURSEMENT

Submit after each term/semester.

1. Complete form and attach copies of all receipts for exam fees/tuition and book payments, a copy of your unofficial transcript and the Pre-Approval form you submitted at the beginning of this term/semester to Human Resources Manager, Lauren Tapia.

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

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

REQUEST FOR REIMBURSEMENT

	Name of Course(s)/Exam(s)	Grade	List Required Book(s)	Cost
1.				
2.				
3.				
4.				
5.				
				Cost of Tuition:
				Total Cost:

I certify the information state above is correct and I have not and will not request reimbursement for the amount specified above from any other source, such as, but not limited to, Veterans Administration.

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 for certification/degree. Reimbursement of educational costs by the District may be taxable, and employees **are responsible for any resulting tax liability.**