



Town of Beaufort  
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252-728-2141 • 252-728-3982 fax  
[www.beaufortnc.org](http://www.beaufortnc.org)

## Tuition Reimbursement Request Form

Payee: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Out-of-Pocket Reimbursement Request \_\_\_\_\_

Payments from Financial Aid, sponsorships and/or scholarships to your account are to be deducted from the total cost of the tuition so that the applicant is reimbursed only for out-of-pocket costs, up to the maximum allowed per year. By signing this request form, you are certifying that the refund request is for your out-of-pocket only.

Department: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Account Number: \_\_\_\_\_

Department Official Signature: \_\_\_\_\_

HR Manager: \_\_\_\_\_

Finance Director: \_\_\_\_\_

### Instructions:

1. Employees must complete the top portion of this form.
2. Employees must attach the payment receipts for the class and proof of passing the course.
3. Obtain the signature of your department manager. Reimbursement must be requested within 30 days of course completion.
4. After signature is obtained, please forward form to HR.
5. HR verifies and checks for accuracy. HR will submit to Finance for payment.

Mayor Sharon Harker  
Commissioner John Hagle • Commissioner Marianna Hollinshead  
Commissioner Bucky Oliver • Commissioner Melvin Cooper • Commissioner Bob Terwilliger  
Town Manager Todd Clark