## **Employee Tuition Reimbursement Form Instructions**

- 1. From your launch pad, click on Employee Portal
- Documents ⇒ Employee Forms ⇒ Reimbursement Forms ⇒ Tuition Reimbursement 2022-23 SY. You can complete the form multiple times. If the form does not say Ready to Fill, just click on +Fill Other Form in Reimbursement Forms Folder.
- 3. Click on Fill Form...

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- 4. Only the first course is required, but you can add up to three. Make sure you include all information on all courses.
- 5. <u>Hit Save</u> You must save the information before uploading your supporting documents.

- 6. Attached your supporting documents.
- 7. Sign and Submit your form

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