

Red Clay Consolidated School District Tuition Reimbursement – Checklist

Please complete this checklist and return the Tuition Reimbursement Documents & checklist to **Human Resources**. (*Human Resources will submit to the Business Office when all information is received and complete*)

Employee Name	Employee ID#	College/University Attended	Date
_____		eSupplier Information must be completed in State Financial system. Link: https://esupplier.erp.delaware.gov Direct Questions to State of Delaware, Division of Accounting at (302) 526-5600 eSupplier Team	
_____		Copy of this checklist	
_____		Course Reimbursement Form and Approval (for each course)	
_____		Billing Statement – Detail of payment	
_____		Unofficial/Official Transcript showing course(s) and grade(s) “My Grades” is not acceptable. Grade must be a “C” or better	
_____		Tuition Reimbursement Cover Sheet Must be signed by Employee, Principal or Immediate Supervisor	
_____		Tuition Log: Must be completed with the following information Course # & Name of Course Semester College/University Attended Number of Credits Tuition Amount (do not include any fees)	

IMPORTANT

Until further notice, legible reimbursement documents will be accepted electronically as well as hard copy. Otherwise, all documents submitted to the Business Office must be originals. Emailed, faxed, or scanned documents will not be accepted. Incomplete packets will be returned. Keep a copy of everything submitted.

Questions should be directed to Myrnaw.Laws@redclay.k12.de.us or 302-552-3783 or Barbara Whitehead at Barbara.whitehead@redclay.k12.de.us or (302) 552-3731.

TUITION REIMBURSEMENT DIRECTIONS

Critical Needs Scholarships are still a separate process and handled through the Office of the Chief Financial Officer.

Below is information you will need to complete the approval and reimbursement processes:

EMPLOYEE GROUP	TEACHERS	SECRETARIES	PARAPROFESSIONALS	ADMINISTRATORS
ALLOCATION	\$25,000 YEARLY shared by all approved applicants	\$5,000 YEARLY shared by all approved applicants	\$5,000 YEARLY shared by all approved applicants	Contact HR
DISTRIBUTION	Per credit hour 60% summer/fall 40% spring (includes winter session)	Per credit hour Cap \$1,000/employee* *max an individual can be awarded. Award amount is contingent on the # of applicants Once per year/June 30	Per credit hour Cap \$2,500/employee Per semester* *max an individual can be awarded. Award amount is contingent on the # of applicants Once per year/June 30	Once per year/June 30
APPROVERS	Principal Debra Davenport	Principal Christine Smith	Principal Christine Smith	Debra Davenport

- Teachers and other instructional staff covered by the RCEA bargaining agreement may submit for reimbursement any course they feel will advance their professional knowledge and skills. This includes:
 - Bachelor
 - Master
 - Doctoral
 - Administrative certification
- Secretaries: per the collective bargaining agreement, coursework must be related to the secretarial profession. Coursework for learning Spanish is also accepted.
- Paraprofessionals: per the collective bargaining agreement, coursework must be related to the education profession
- All grades must be C or better.

REIMBURSEMENT SCHEDULE

**COMPLETED REIMBURSEMENT PACKETS MUST BE IN HUMAN RESOURCES OFFICE
BY THESE DATES:**

SUMMER/FALL	SPRING
January 30, 20XX	June 30, 20XX

TUITION REIMBURSEMENT INSTRUCTIONS

Failure to comply with these instructions will result in your reimbursement packet being returned. Incomplete/inaccurate packets delay reimbursement for everyone.

BEFORE YOU TAKE CLASS(ES):

Staff must submit for approval PRIOR to the start of any course.

1. Complete a Course Tuition Reimbursement Form in FileBound prior to the start date of the class for each class. Go to the intranet, click on "Forms."
2. Print your final approvals when you receive them by e-mail. This is the first piece of your reimbursement packet. You must click the link in the e-mail and print the actual approval from school stream.

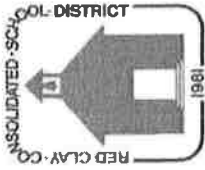
AFTER YOU HAVE TAKEN CLASS(ES):

All information must be sent hardcopy. No email or fax documents will be accepted or processed.

Incomplete packets cannot be processed and will be returned. Your reimbursement may be delayed until the next processing cycle.

When you have completed the course and received a transcript for the classes taken, you are ready to complete your personal reimbursement packet. Use the attached checklist as a guide.

1. Include a copy of your final approval from FileBound.
2. You must include a statement from the institution indicating itemized charges and payments. This is your Proof of Payment document.
3. You must include an unofficial transcript that is printed from the institution's website. You may not use the "My Grades" application from your university.
4. You must include a Personal Reimbursement Cover Page and a Personal Reimbursement Supply Log. These documents are located on the Red Clay intranet: go to the intranet, click "Forms", scroll down to "Financial", click on "Personal Reimbursement Form".
5. Do not put any money numbers on the cover page, only your personal information and your employee ID. **DO NOT STAPLE YOUR PACKET, PLEASE.**
6. The supply log should contain: course title & course #, number of credits and tuition amount. Use 2 sections on the same sheet to list summer and fall classes. Print clean forms. Do not use the examples below.



Mileage/Supplies Personal Expense Reimbursement Request
Red Clay Consolidated School District
 1502 Spruce Avenue
 Wilmington, DE 19805

Business Office use:

PV #
Vendor #
Date entered:
Reviewed:

Name Sally Jones Employee Id # 123456 Date 8/26/2013
 Home Address 789 School Lane City Seattle State WA 10234

Total Reimbursement LEAVE BLANK

Attach detail page and receipts

Description: Please attach all receipts, registration, mileage detail or absence request approvals.

Date	Description	Amount
	THIS ENTIRE SECTION WILL BE FILLED IN BY HUMAN RESOURCES	
	Supplies Log Total	Leave Blank
Total		\$

Coding: Please fill out the department funding below for all expense charges.

Budget Ref (FY)	Fund	Dept	Operating Unit	Apur	Acct Code Desc	Account	Category Code	Program	Location	PC Bus Unit	Shaded area - federal only Activity (1 or A)	Project	Amount
	FUNDING WILL BE COMPLETED BY HUMAN RESOURCES												
Total												Leave Blank	

Employee Certification

I do solemnly swear that the above mentioned expenses were incurred as a necessary expenditure in the conduct of my business and that the representations contained in this form are true and correct.

Employee Signature _____ Date Fill in _____
 Manager 1 Approval _____ Date Fill in _____
 Manager 2 Approval _____ Date _____

Submit all documentation to the Red Clay Consolidated School District Business Office

**Red Clay Consolidated School District
 Personal Reimbursement
 Supplies Log**

Name: Sally Jones

Employee ID 123456

Date	Vendor Receipts	Amount
	SUMMER CLASSES - 2013	
Current Date	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only
	FALL CLASSES - 2013	
Current Date	Course # & Course Title & # of Credits	Tuition Amount Only
	Course # & Course Title & # of Credits	Tuition Amount Only

Total LEAVE BLANK