

About the Document

name	TD-ALL-4230-M. Course Completion and Reimbursement Form
owner	HR
what it is	A form for submitting marks for accredited courses and receiving approval for reimbursement
who uses it	All staff who have received pre-approval to take and be reimbursed by the Company for an accredited course
used with	<ul style="list-style-type: none"> ◆ <i>PC-HR-1840-M. Training Reimbursement Agreement</i> ◆ <i>TD-ALL-4220-M. Training or Conference Pre-Approval Form</i>

Why This Process is Important

The Company only reimburses accredited courses if you achieve a final grade of minimum CUSTOMIZER: Insert passing grade/minimum standards for successful passing mark%. Once your course is completed, use this form to report your mark and request reimbursement.

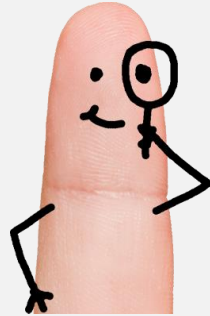
Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.

Instructions

Employee:

1. Complete the **Course Completion** section electronically.
2. Attach the following:



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