

## Course Completion

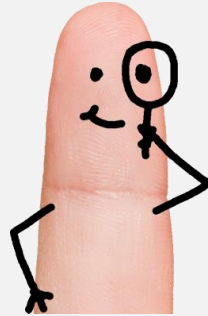
Complete this form after completing an accredited course. Attach the signed form, along with expense receipts, to your expense claim for reimbursement.

<b>Employee Name</b>		
<b>Department</b>		
<b>Course Name</b>		
<b>Course Description</b>		
<b>School Name</b>	Eg: ABC University, Sheraton Conference Center, online course	
<b>Course Dates</b>	From: DD/MM/YYYY To: DD/MM/YYYY	
<b>Costs</b>	Tuition: \$Cost	Additional Costs: \$Cost Description
<b>Pre-Approval Received for Reimbursement?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach copy of signed approval	
<b>Training or Tuition Reimbursement Agreement signed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach copy of signed agreement. Required for training costs in excess of CUSTOMIZER: Insert cost ceiling. EXAMPLE: \$5,000 per year <excluding/including> wages to attend the training	
<b>Final Mark Received</b>	Attach copy of your transcript	

## Reimbursement Authorization

### TO BE REIMBURSED

<b>Tuition</b>	<input type="checkbox"/> 100%	<input type="checkbox"/> 25%
	<input type="checkbox"/> 50%	<input type="checkbox"/> Other: Specify
<b>Other Expenses</b>	<input type="checkbox"/> Travel - %	<input type="checkbox"/> Books - %
	<input type="checkbox"/> Mileage/Parking - %	<input type="checkbox"/> Other: Description - %



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